



Letter to Parents of Secondary School Students

Dear Parents:

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency.

The school is prepared to care for your children in the event of a critical situation, or if parents/alternates are unable to reach the school. However, we ask for your help in the following areas:

- Please **do not phone the school following a disaster**. We must keep the lines open for outgoing emergency calls.
- Turn on your battery-operated radio or car radio to any available station for emergency information and directions.
- Please discuss with your teenager(s) what is expected of them in case of an emergency and how to respond appropriately and effectively to an emergency or disaster situation. Talk about the potential risks they could face, such as gas leaks, downed 'live' power lines, debris, etc. Also discuss, do you want your teenagers to stay at the school until you arrive or may they go home with a friend or friend's family?
- **Students will not be permitted to leave the school grounds until they have a parent/guardian or alternate pick them up, OR if school administrator deems the situation under control, sign themselves out and give their destination.**
- All parents/alternates who come to pick up children must sign the students out at a designated student release area.
- Please familiarize yourself with the school's emergency preparedness plans and procedures.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. The information on the two attached forms will be used **only in case of emergency or disaster**. This information is kept confidential at the school.

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your children and contributes to the safety and well-being of your children in an emergency.

Please return all forms by: _____(Date)