

# Appendix 3: Student Emergency Release

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# Elementary School Student Emergency Release

Dear Parents/Guardians:

In an ongoing effort to provide for our students' safety and well-being, in the event of an emergency (School Name) is taking strong steps to ensure all students are kept as safe as possible. It is important that parents/guardians and families become familiar with the school's emergency procedures and what you should do in the event of an emergency at the school. We encourage you to discuss how you expect your child to behave and respond during an emergency or disaster situation.

In order to make your child as comfortable and safe as possible until you arrive, we ask for your help in the following areas:

- Complete and return the attached forms:
  - **Student Emergency Identification Form**
  - **Student Emergency Release Form**
- Please **do not phone the school following a disaster**. We must keep the lines open for outgoing emergency calls.
- Please, **in the event of a lockdown, do not phone your child's cell phone**. A ringing phone can call attention to students.
- Please **do not drive to the school**. Streets and access to the school must remain clear for emergency vehicles. Park as close as you safely can and walk to the school.
- Listen and watch for updates; the school will use a variety of communication tools including phone trees, e-mail, traditional and social media to alert parents of the current situation and next steps.
- As soon as school officials indicate it is safe to pick up your child, we request you or your alternate guardian travel to the school or identified student-parent/guardian reunification site to reunite with your child.
- No student will be released from the school unless a previously authorized parent/guardian or alternate comes for the student.
- 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 available on the school's website.
- Prepare and/or update your child's comfort kit which will be kept in the classroom.

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 strictly confidential at the school unless it is necessary to share the information in the event your child's health and/or safety is at risk.

Please return all forms by: \_\_\_\_\_ (date).

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

Thank you,  
Emergency Management Planning Committee



# Secondary School Student Emergency Release

Dear Parents/Guardians:

In an ongoing effort to provide for our students' safety and well-being, in the event of an emergency (School Name) is taking strong steps to ensure all students are kept as safe as possible. It is important that parents/guardians and families become familiar with the school's emergency procedures and what you should do in the event of an emergency at the school. We encourage you to discuss how you expect your child to behave and respond during an emergency or disaster situation.

In order to make your child as comfortable and safe as possible until you arrive, we ask for your help in the following areas:

- Complete and return the attached forms:
  - **Student Emergency Identification Form**
  - **Student Emergency Release Form**
- Please **do not phone the school following a disaster**. We must keep the lines open for outgoing emergency calls.
- Please, **in the event of a lockdown, do not phone your child's cell phone**. A ringing phone can call attention to students.
- Please **do not drive to the school**. Streets and access to the school must remain clear for emergency vehicles. Park as close as you safely can and walk to the school.
- Listen and watch for updates; the school will use a variety of communication tools including phone trees, e-mail, traditional and social media to alert parents of the current situation and next steps.
- Discuss with your child what they should do in the event that they are released and you are not available (e.g. go home, go to a friend or a neighbour's home, or contact a relative).
- Talk with your child about what is expected of them and how to respond appropriately and effectively to an emergency or disaster situation at the school, including the importance of remaining at the school unless released by school staff. The school principal will determine when it is safe to either return to classes or dismiss students. In some cases, it will not be possible to dismiss students as the area surrounding the school may be unsafe. Talk about the potential risks students could face, such as gas leaks, downed 'live' power lines, debris, etc.
- All parents/alternates who come to pick up special needs students must sign the students out at a designated student release area. Only those alternates who have been authorized by the parents or guardians will be able to pick up a student
- Please familiarize yourself with the school's emergency preparedness plans and procedures available on the school's website.

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 strictly confidential at the school unless it is necessary to share the information in the event your child's health and/or safety is at risk.

*Please return all forms by:* \_\_\_\_\_

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

Thank you,

Emergency Management Planning Committee



# Student Emergency Identification

Attach photo of student here

Most Student Information Systems can produce this report. Check your local context before completing this form.

Teacher:		Student:	
Grade:		Date of Birth:	
Sibling in school:			
Medical conditions, severe allergies, medication information			
Health Card #		Doctor Name and Phone	

Parent/Guardian:	Parent/Guardian:
Address:	Address:
Cell Phone:	Cell Phone:
Home Phone:	Home Phone:
Work Phone:	Work Phone:
Work Address:	Work Address:
Days and Hours at work:	Days and Hours at work:

# Student Emergency Release Form

To be completed by parent

<b>School:</b>		<b>School Year:</b>	
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In the event of an earthquake, school building fire or other serious occurrence resulting in school closure during the school day, and I am unable to collect my child(ren) from school,

I, \_\_\_\_\_, Parent/Legal Guardian of:

Name	Grade	Class

Request that my child(ren) remain at school, and authorize their release into the custody of the following temporary guardians: (must be 19 years of age or older, please provide at least three names)

	Name	Address	Phone
1			
2			
3			

I fully realize that during a serious occurrence resulting in school closure, my child(ren) will not be released from school to another adult unless authorized by myself; and that on the release of my child(ren), a record will be kept at the school of the name of their temporary guardian, time of release and expected destination.

<b>Signature:</b>		<b>Date:</b>	
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<p><b>MEDICAL ALERT</b></p>	<p>If your child requires medication or has a medical condition that requires special attention, please provide details below. It will be necessary for the school to have a 48-hour supply of any essential medication. Please note that a more detailed "Medical Alert Form should also be completed and filed with the school.</p>
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