

**IMPORTANT - LETTER TO PARENTS:
REGARDING STUDENT RELEASE EXERCISE**
RE: Queen Mary Elementary Earthquake Drill & Controlled Student Release
Parent / Alternate Pick-Up → *Thursday June 13th, 2024*

 <p style="font-weight: bold; font-size: small;">THIS IS AN IMPORTANT NOTICE. PLEASE HAVE IT TRANSLATED</p> <p style="font-size: x-small;">这是重要通知，请找人翻译。 這是重要通知，請找人翻譯。</p>	<p style="font-size: x-small;">Ceci est un avis important. Veuillez vous le faire traduire.</p> <p style="font-size: x-small;">Dies ist wichtige Nachricht Bitte lassen Sie sich die folgenden Seiten übersetzen</p> <p style="font-size: x-small;">これは重要なお知らせです。 どなたかに翻訳してもらいましょう。</p> <p style="font-size: x-small;">중요한 공지사항입니다. 이 내용을 번역해 주십시오.</p>	<p style="font-size: x-small;">Este aviso es muy importante. Pida que alguien se lo traduzca.</p> <p style="font-size: x-small;">Ito ay mahalagang patalastas. Mangyaring ipasalin ito sa inyong wika.</p> <p style="font-size: x-small;">خواہد این اطلاعیه را برای شما ترجمہ کند. این اطلاعیه مهمی است. لطفاً از کسی</p> <p style="font-size: x-small;">Đây là thông báo quan trọng. Xin nhờ người phiên dịch.</p>
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Dear Parents/Guardians:

On the afternoon of Thursday June 13th, the staff and students of Queen Mary Community Elementary will participate in an earthquake and student release drill. This will give us an opportunity to practice and assess an important part of our school's emergency preparedness plan.

WHAT WILL TAKE PLACE:

Following an earthquake drill, we will begin a controlled student release. Parents/guardians or the **adult approved as your alternate for pick-up** (as listed on the **Student Release Form** submitted to the school earlier this year) are asked to come to the school **Reception Centre, which will be the gym, after 1:15 p.m.** to pick up your child/children. Please enter through the gym WEST doors (by the basketball court) and follow posted signs and instructions provided by staff members. All other entrance doors will be locked and there will be no access to the rest of the school.

PLEASE NOTE:

- **You do not need to take time off work to participate in this drill.** We encourage as many parents/designated alternates to participate as possible, to assist us in truly assessing our procedures so we can learn about how to improve our process, ***BUT participation is not a requirement, so please do NOT take any time off work to participate!***
 - If you are not available to come to the school to pick up your child/children, we encourage you to contact one of the **designated alternates that you have listed on your Emergency Student Release Form** (**MUST** be 19+ years of age) to discuss with them the option of taking part in this drill.
 - **Bring photo ID with you** (valid BC Driver's License or passport).
 - Photo ID will be required, as proof of identification, for ALL adults, even if we know you well! Please do not be offended by this – it is just part of practicing the appropriate process! We can ONLY release children into the care of their own parent/guardian OR adult listed on the *Emergency Student Release Form, confirmed with photo ID.*
 - Once inside the gym you will be asked to go to a check-in table. At the table you will be asked by school personnel to verify who you are by showing valid PHOTO ID, even if the person asking you knows you well!
 - ***If your designated adult for pick-up has changed, please make sure you visit the school office to update this information, or call the office to request a form be sent home with your child to be updated. PLEASE provide updates before June 13th. Your designated alternates for pick-up should be adults who would be able to reach the school on foot because in a real emergency access by vehicle may not be possible.***
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- ***PLEASE exercise calm and patience during this process.*** Students will be released through a formal process. Expect wait time!
 - Please respect the importance of controlling the release of students. Student SAFETY is the priority.
 - ***PLEASE take children immediately home with you, as there will be NO supervision on the school grounds. Leaving school grounds immediately would be what you would do in a real emergency student release situation. Students/Adults will not be allowed back into the school.***
 - *All students not picked up during the afternoon will be dismissed shortly after 3:00 p.m.*

If you have any questions about this exercise or our Emergency Preparedness Program, please contact: Ms. Jennifer Wilson, Principal

THANK YOU!