



Ridgeway Elementary

420 8th Street East, North Vancouver, BC, V7L 1Z5

Ph. (604)903-3740 Fax. (604)903-3741

www.sd44.ca/school/ridgeway

May 1, 2024

Re: Student Release Drill at Ridgeway on May 17th, 2024

Dear Ridgeway Parents/Guardians:

On the afternoon of **Friday, May 17th, 2024** staff and students will participate in a student release drill. A student release drill is an opportunity for us to practice our emergency preparedness procedures for releasing students to their families in the event of a natural disaster or emergency.

We invite families to participate to help themselves and the school be prepared in the event of an emergency but **participation in this release drill is optional**. Students who are not released to a parent/designated alternate will be dismissed at their usual time (2:49pm) at the end of the day.

To participate in the release drill the ***parent/ designated alternate must bring photo ID with them (BC Driver's License or valid passport)***. To sign out a child, this identification **must match** one of the people listed on the emergency delegation forms submitted in September.

For staff to prepare the school site for the drill, the regular process of signing out students for appointments, etc. will be suspended at 12:00 pm. **If you know that your children have an appointment that afternoon, please plan to collect them before 12:00 pm**. Office staff will be engaged in preparation for the drill after 12:00 pm, and therefore less available to assist you.

The drill will begin at 1:00pm. Students and staff will first participate in an earthquake drill. Following the earthquake drill, an announcement will be made that the earthquake drill is complete, and the student release drill will commence.

There will be only one entrance and one exit to and from the school during the student release drill. School phones will not be answered during the drill. We suggest you walk to the school, as you would after an earthquake. If there were a real emergency, you would first go home check to make sure it is safe to bring children there. We request that parents who collect children take them **OFF the school grounds immediately** as would happen in a real emergency.

Please see the next page for more information and details about the process. If you have any questions about this safety drill, please contact the office.

Thank you for your partnership in safety,

Jillian Gordon, Principal

Kendra Arkinstall, Vice Principal



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Re: Emergency Student Release Drill at Ridgeway on May 17th, 2024

The following procedures will take place:

1. The parent/designated alternate reports to the line up at the back doors of the gym and gets a release form to fill in while waiting. Bring a pen. The parent/designated alternate must bring photo ID with them (BC Driver's License or valid passport).
2. Parent/designated alternate waits in line and completes the **first four rows marked with ***. The line up may take some time; please be patient. When invited inside, line up at one of the following tables identified by student surnames listed alphabetically: A-E, F-J, K-O, P-S, T-Z.
3. When called to the front of the line, show your photo ID, and state child/children's name(s). Staff at the table will check the Student Release Form(s) that the school has on file. You will be given a sticker for each child you will pick-up, and then be directed to the parent/designated alternate waiting area. Please put on the stickers you are given so we know which child(ren) you are picking up while you are waiting.
4. Students identified for release will have their stickers given to a 'runner', who will then go to the classroom and bring the student(s) to the Parent/designated alternate waiting area in the gym.
5. Once in the gym, staff will monitor the release of students from the gym and confirm that stickers match.
6. There will be no public access to the hallways. Parents may not visit the classroom as this defeats the purpose of a 'controlled release'. In an actual emergency, this could jeopardize student safety.
7. Parents and students are asked to **leave the school grounds as soon as you are released** as you would in a real emergency.
8. **Thank you for your cooperation in following the procedures and for participating in this drill!**

Things to know:

- **You do not need to take time off work to participate in this drill.**
- Prepare to be patient. The process may be slow and clunky; this is why we practise. In the event of a real emergency the release will take some time.
- If you can't come, see if one of your designated alternates can pick up your child(ren).
- Children not released to a parent/designated alternate during the drill will be dismissed at their usual time from their classroom (2:49).
- We will conduct this exercise rain or shine! In case of rain, please bring your umbrella.
- The student release exercise will end at **2:30 pm**. No students will be released after this time.
- Students remaining after the drill will be dismissed as usual at 2:49 pm from their classroom.
- If you need to change your student release forms, please do so as soon as possible. We will be unable to make any changes on the day of the drill.