



November 2024

**Re: Student Release During School Closure – Elementary**

Dear Parents/Guardians,

When emergencies occur, parents and guardians want to know their children are safe and children and families want to be reunited as soon as possible. It is the responsibility of the school and school district to ensure the safety of every child and staff during emergencies. A significant component of the emergency plan relates to the safe release of students into the care of a parent or guardian. The following presents details related to the safe release of students.

We appreciate parents' patience during emergencies and power outages. We ask that parents do not phone the school during power outages and emergencies, as lines and power supplies are required for emergency communications. Parents are also asked to:

1. **Please ensure all contact information is kept up to date.** Please communicate with the school as soon as you change your phone number, address or other emergency contact info. The information we have on file will be used for emergency communications and to verify designated adults picking up students during student release processes. Students will only be released to adults listed as a parent, guardian or emergency contact.
2. **Students will be released from a designated area,** from either the front doors of the school, or from an alternative place, depending on the type of emergency. A sign will be placed at the front door to identify the release area. Parents and guardians should look for signage when they arrive to pick up their child(ren).
3. **If buses are able to run, the school will require confirmation of arrangements for receiving students before they are loaded on the bus.** The school will contact the Hitacu representative and families of all other bus students during emergency release. **If buses cannot run, families will need to pick students up at the school in-person.**
4. **Students will be released to parents, guardians or emergency contacts after a student release form has been signed.** Valid identification will be required to confirm the identity of the parent, guardian or emergency contact.
5. **Once students have been picked up, families are asked to leave the area as quickly as possible.** Student release processes take time and can be chaotic. Reducing the number of people in the area can be of significant assistance to the release process.
6. **If a student is unable to be picked-up or sent home by bus, the student will remain at school.** The school will attempt to contact the parent, guardian or the emergency contact using the information provided by families. Students will be supervised at all times and alternate re-unification plans will be made once contact is made with the parent, guardian or emergency contact.

Sincerely,

Cameron Fraser

UES Student Release Plan  
During Unplanned school Closure or Emergency



### **During a power-outage while students are in attendance:**

- Mr. Fraser or a designate will connect with the Superintendent of SD70 Schools, to discuss next steps (potential length of outage, for example).
- If families prefer, they are welcome to drop by the school during the outage and take their student home. This will be done in a controlled manner with parents, guardians, or emergency contacts being greeted at the front door by a staff member. Students will then be brought to the school office and released.
- Families are asked not to call the school during an outage. The phones are powered by limited, short-lived battery-power, which is required for emergency communications.
- Hitacu bus students will be sent on the bus once contact has been made with Ms. Jennifer Touchie. Hitacu students will be dropped off by bus into the care of Ms. Touchie and her staff.
- Millstream, Barkley Main and Sutton Road bus student families will be contacted to ensure there is someone home to receive students.
- Students who are not picked up or sent home on the bus will remain in the care of the school until a parent, guardian or emergency contact is available to pick them up. Please note when we do not have power the school quickly becomes cold, and the bathroom emergency lighting functions for a limited time with battery backup. We ask parents to arrive at school as soon as possible.

### **During a power outage prior to school start:**

- The Superintendent of SD70 Schools will be contacted and a decision regarding attendance and any school closure will be made based on the reason and possible length of time for the outage.
- Parents and guardians will be notified once a decision has been made regarding attendance and any school closure. Please check the Ucluelet Elementary School website, email and SD70 APP notifications for up-to-date information on school closures.

In the event of a fire or earthquake emergency where the building is compromised, the Principal or designate will:

- Evacuate the school building.
- Marshall the students and staff on the back field for attendance.
- Move all students and staff in a controlled manner to the **fenced school garden**.
- Require each staff member to take on their specific role, as outlined in the emergency plan.

The garden is at the side of the school field, behind the maintenance yard, and can be accessed from multiple points, including the forest, high school field, operations driveway, or from the elementary school.

As outlined on page one of this document, students will be released in a controlled manner to parents, guardians or emergency contacts from a designated point. Signage will be posted to identify both a check-in point and separate pick-up point. Parents, guardians and emergency contacts are asked to first check-in at the designated check-in point, and then wait at the designated pick-up point.