



# Nanaimo Christian School

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[www.ncsnanaimo.com](http://www.ncsnanaimo.com)

October 7, 2020

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.
- **Prepare and/or update your child's comfort kit which will be kept in the classroom. See the attached information.**

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: October 30, 2020***

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.



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