



## EMERGENCY PREPAREDNESS PROGRAM

Dear Parent/Guardian,

At Hope Lutheran Christian School we have a comprehensive Emergency Preparedness Program to ensure the utmost safety of your child(ren) in the event of an emergency situation. In order for this program to run smoothly and efficiently, the following three components must be submitted to the school on Enrollment Completion Day:

1) Emergency Alternates

Emergency alternates are used in the event of an emergency situation where the parents/guardians cannot be reached, or are unable to pick up their child. These alternates are identified in the Emergency Contact section of the Student Information Verification Form, and will be contacted in the order listed. In addition, families are asked to provide one out-of-town contact (please be sure to list the full number, including country code and area code, and person's relationship to student). Please note, in the event of an earthquake or disaster the local phone lines may be down. It is important to have an out-of-province telephone contact where your family can call and check-in if you are separated.

It is important to understand that ALL emergency contacts are to come when a real emergency release is called. In a real emergency, we will not be calling emergency contacts to collect students. Emergency personnel have advised us that phone lines may be overloaded and local calls may not be possible. It will be important to minimize phone use to ensure people in serious situations can contact the authorities. On our recording sheets we collect information to help families be reunited no matter which emergency contact arrives first. Please review these expectations with all adults listed as your child(ren)'s emergency contacts to ensure they understand their responsibilities.

Parents or Emergency Alternates must have **photo ID** (BC Driver's License or other government issued photo ID) to pick up students in an emergency.

***Important note:*** *If you or your approved Emergency Contacts are known by more than one name, please ensure you have provided the school office with the full legal name(s,) as shown on the government issued photo ID. Your child will not be released if the Emergency Contact names do not match.*

2) Emergency Fee

A portion of the annual \$55 PTL fee is used to purchase emergency essentials for your child(ren). These items include water, food, light and warmth, which are kept in the school.

3) Personal Comfort Kit (Grades K – 8)

Families are to provide a **small** personal comfort kit in the event of an emergency situation. Each kit should include a small toy or game, a Rubbermaid Litterless Juice Box (8.5 oz/250 ml) labeled with your child's name, a family photo and a comfort letter (see sample letter on the bottom of this page). Please seal the items in a "Ziplock" style bag with **your child's name and grade** printed in large permanent felt pen on the outside. **NO FOOD PLEASE**, as these items expire.



If you have any questions, please contact the Emergency Preparedness Coordinator, Connie Pangilinan, at [hopelutheranptl@hopelcs.ca](mailto:hoperlutheranptl@hopelcs.ca).

---

Sample Comfort Kit Letter

Dear \_\_\_\_\_,

At the time you are reading this letter, we are thinking and praying for you and know that you are being cared for and loved by your teacher. She/he will care for you just as we would.

Please don't worry about us – remember God is great and so loving that He can be with you and us at the same time.

We will try our best to come and get you as soon as we can. We have given your teacher a little package to help you feel better while you are waiting for us.

We love you lots!

Mom & Dad