



LETHBRIDGE SCHOOL DISTRICT NO. 51

433 - 15 STREET SOUTH

LETHBRIDGE ALBERTA

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www.lethsd.ab.ca

DATE September 18, 2018

Dear Parents:

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Lethbridge School District No. 51. has developed plans with emergency services and community to respond effectively to various situations. The purpose of this letter is to ensure parents are informed, trust that we have procedures, and recognize the importance of collaboration and partnership between the school and home during school emergencies.

Should we have a major disaster during school hours, your child(ren) will be cared for at their school unless a need to evacuate has been identified. Our School District has a detailed emergency operations plan developed to respond to a major catastrophe.

Parent co-operation is necessary in any emergency. Please follow the guidelines below to enhance our ability to support our school community in times of duress:

- 1. Do not telephone the school.** Telephone lines are typically needed for emergency communication and school staff are occupied during an emergency.
- 2. In the event of a serious emergency, elementary students will be kept at their school, or the designated emergency location,** until they are picked up by a responsible adult with identification who has been listed as such on the school system's contact list. Each student's contact information is on a form that is required to be filled out by parents at the beginning of every school year. Middle and High School students will be released with advance notice to parents when appropriate. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - The person is 18 years of age or older.
 - The person is usually home during the day.
 - The person can walk to school, if necessary.
 - The person is known to your child.
 - The person is both aware and able to assume this responsibility.
- 3. Confirm emergency announcements prior to actions.** If students are to be kept at school, District and school webpage, Twitter/Facebook and SynerVoice will update parents on process and protocol as each emergency can present different complications.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. Many students have electronics and they need to be aware of how they can contribute to a successful response in an emergency. Sending out unconfirmed updates can escalate a situation very quickly. The most accurate information will be posted on our District and school websites.

5. During an extreme emergency, students will be released at designated locations that would be identified on SynerVoice and the School District Website. Parents should be patient and understanding with the student release process. Please instruct your child to remain at school until you or a designee arrives. The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, media will be notified and updated.

6. Transportation – en route. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event that a natural disaster occurs in the afternoon, the bus driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of the students' whereabouts.

7. Each school within the School District has established an evacuation location when and if a school will be directed to evacuate. When the dangerous incident has subsided, District staff will work with School Staff to determine next steps and communicate to parents accordingly depending upon the time of day.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern and anxiousness during emergencies.

In the event of an emergency, the following summary will be posted on our school and District websites (www.lethsd.ab.ca):

We are currently experiencing (type of disaster) at (school name here). Please be aware your child(ren) will be cared for at (school name here), unless a need to evacuate has been identified. Our District has a detailed emergency operations plan developed to respond to a major catastrophe.

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1. Do not telephone the school.
2. In the event of a serious emergency, elementary students will be kept at their school, or the designated emergency location, until they are picked up by a responsible adult, with

identification, who has been listed as such on the school system's contact list. Middle and high school students will be released with advance notice to parents when appropriate.

3. Confirm emergency announcements prior to actions. If students are to be kept at school, the District and school webpage, along with Twitter/Facebook and SynerVoice, will update parents on process and protocol.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

5. Designated locations will be identified on SynerVoice and the School District Website.

6.

If on bus during a natural disaster students will remain on the on the bus with further action communicated. Any child who is home waiting for the bus will not be picked up if roads are unpassable.

7. Evacuation locations, if necessary, will be communicated.

Please visit this link for more details on the District's disaster/emergency plans: [LINK](#)

Sincerely,



Cheryl Gilmore
Superintendent