



School Closures - Snow

In the event the school is closed due to snow, the closure will be posted, in the morning, on radio station CKNW (980AM) school closure list. Listen or check the website between 6:30 a.m. and 8:00 a.m. Please do not phone the radio station. Snow day closures will also be posted on the school facebook page.

Fan Out Callers

In the event that the school cannot open due to an unforeseen circumstance ie: power outage, fan out callers will contact school families.

If an issue occurs after the children have arrived at school, a phone fan out will begin to contact each family about picking up their child.

We use the phone numbers you supplied on the fan out form submitted with the current year's registration package. It is imperative that these numbers be kept up to date, so please notify the school office if a change occurs to any of your contact information.

Emergency Forms

At the time of registration you filled out an emergency form. It is imperative that you keep this record up to date by notifying the school secretary of any changes to emergency contacts, phone numbers, medical conditions, etc.

Similarly, if you will be away on holiday and your children will be staying with friends or relatives, please give us the name, phone number, and address of the guardian for that period of time.

Emergency Drills

Regular fire, earthquake, and lockdown drills are held to give the children safety routines for school and to reinforce safety plans you may have discussed at home.

Emergency Procedures for School Evacuation

In the event that an emergency incident occurs and school evacuation is required:

- Do not telephone the school – if an emergency has occurred, the telephone lines will be needed for emergency use.
- Children will be released to parents or designated alternate caregivers only.
- Report to the Release Station (either on the playground or in the building), which will be indicated by a sign "Release Station."
- Be patient and calm – releasing students will take time.
- The Release Station staff member will send a runner to bring your children to you. In case of an injured child, the parent or designate will be taken to the child. If more than one child from a given family is at the school, they will all stay in the assembly area until the parent and injured child are ready to leave the grounds.
- When reunited with your child, a Release Station staff member will require your signature on a Release Form.

Emergency Supplies

- The school has a supply of: water, solar blankets, light sticks, dust masks, and rosaries, which are stored in each classroom in case of an emergency.



- A small supply of survival bars is also stored at the school in addition to first aid and other emergency supplies.
- Every family will be asked to provide a “comfort kit” for each child, which includes some basic provisions that fit into a resalable plastic bag. A list of what to include will be provided to you. These kits are stored in each classroom. Information on this will be issued to new families at the beginning of the school year. Existing kits will be sent home at the end of each school year for families to update over the summer and bring back to school in September.

Reference:	Approved: St. Joseph's Parish Education Committee
	Date(s) Revised: Oct 2017