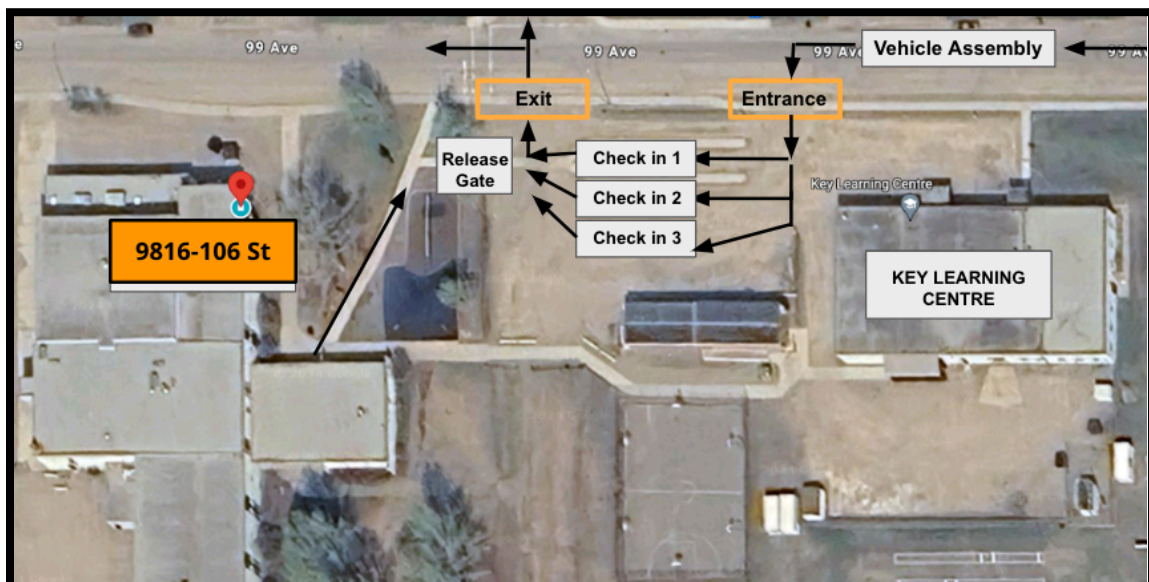


## Bert Bowes Middle School Evacuation Plan - Double Gated Release



- Parent/guardian accesses parking lot through the Key Learning Centre driveway/entrance.
- Parent/guardian pulls into the parking lot and enters open “check in” gate.
- Parent/guardian tells the staff member their child/children’s names.
  - ***Students will only be released to an individual designated as the legal parent/guardian or emergency contact on the MYED student contact information form. Identification will be required.***
- Check in gate staff member contacts main office to request student release upon verification of Parent/guardian.
- Parent/guardian remains at check in location until student is present at release gate with staff member.
- Student is released to parent/guardian and safely exit the parking lot once they have their child/children. Do not turn east along 99 Ave as to not create congestion in vehicle assembly area.
- PARENTS DO NOT ENTER THE SCHOOL.
- See the map below and the District Emergency Evacuation Guide on the second page.





**DO** keep your phone close by for notifications from the district.

**DO** check the website at [www.prn.bc.ca](http://www.prn.bc.ca) and official SD60 Facebook page for information.

**DO** rely only on official communication from school or public safety officials.

**DO** wait for official information regarding reunification with your child.

**DO** stay calm. Parents/guardians will be notified.

**DO** follow the parent reunification procedures.

**DO NOT** phone the school or the district office. Lines need to be open for emergency calls.



### How can I be reunited with my child/ren?

#### Reunification Procedures

In the event of a school evacuation:

- Parents/guardians will be alerted by the school via email, district website and official SD60 Facebook Page to come pick up your child/ren.
- A “double-gated system” for parent reunification will be used.
- School staff will be on-site to direct parents.
- Parents/guardians arrive at the check in “gate” but do not enter.
- Parents/guardians identify themselves and their children’s name and move to student release “gate” to pick them up.
- Parents/guardians are asked to follow all on-site instructions.
- Students will only be released to an individual designated as the legal parent/guardian or emergency contact on the student contact information form.
- Once parents/guardians have been reunited with their child/ren, please exit the area immediately to minimize traffic congestion.