



26 WEEKS TO FAMILY EMERGENCY PREPAREDNESS

**IN A SERIOUS EMERGENCY (EARTHQUAKE, FIRE, ETC),
IF YOU WANT YOUR CHILD/CHILDREN TO REMAIN AT SCHOOL,
PLEASE RETURN THE FORM BELOW TO SANDS**

To be completed by parent/legal guardian – please print legibly:

SCHOOL: SANDS SECONDARY **SCHOOL YEAR:** _____

In the event of an earthquake, school building fire or other serious occurrence resulting in school closure during the school day, and I am unable to collect my child(ren) from school,

I, _____, Parent/Legal Guardian of:

Name(s) of _____ Grade _____
Child(ren) _____ Grade _____

request that my child(ren) remain at school, only to be released into the custody of the temporary guardians listed below. I have communicated my wishes to my child(ren) to remain at the school, only to be released into custody of the following temporary guardians I hereby authorize: *(please provide at least three names)*

	Name	Address	Telephone
1			
2			
3			

I fully realize that during a serious occurrence resulting in school closure, the school will make every effort to comply with the above request and that a record shall be kept at the school of the name of their temporary guardian, time of release and expected destination.

Signature

Date

The following is the Out-of-Province contact name and telephone number to be used if normal telephone service is disrupted, only long distance calls to areas unaffected by the disaster are possible, and it is necessary to leave a message regarding your children's condition or whereabouts.

Name	City, Province	Telephone

MEDICAL ALERT	If your child requires medication or has a medical condition that requires special attention, please provide details below. It will be necessary for the school to have a 48-hour supply of any essential medication. Please note that a more detailed "Medical Alert Form" should also be completed and filed with the school (per District Policy 1141).
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WEEK	ACTION TO TAKE
1	Get a portable container with a lid to use as an emergency kit. A plastic storage bin or garbage can works well, particularly one with wheels. Choose an accessible location for the container near an exit, and label the container. Make sure all family members know what it will be used for and where it is.
2	Stock your kit with a three-day supply of water , and don't forget to include water for your pets. You need four litres of water per person per day - two for drinking and two for food preparation and hygiene.
3	Arrange an out-of-area phone contact person, and keep this and other emergency phone numbers near each telephone. Teach each family member these numbers.
4	Stock your kit with several varieties of canned meat and dried fruit. Include a manual can opener.
5	Get a portable radio and extra batteries for your emergency kit.
6	Learn about hazards. Find out what the hazards are in your community, and do a home hazard hunt to make your home safer. Secure appliances and heavy furniture, and move beds away from heavy mirrors and windows.
7	Give every family member specific safety tasks to do in an emergency. For example, designate one person to be in charge of turning off electricity, one to collect the emergency container, one to take charge of any pets, etc. Add peanuts and granola bars to your kit, unless allergies are a concern.
8	Identify safe places in your home and on your property. Plan and practise evacuation drills using two different escape routes from each room. Add containers of juice or juice crystals to your kit.
9	Stock your kit with both large and medium-sized plastic garbage bags (orange or yellow make good visible signals). Large bags can also be used as ponchos, ground covers or blankets. Add plastic or paper dishes .
10	Identify a family meeting place away from home but close to your regular spots (between work and home or school). Add some books, toys and cards to your kit.
11	Add a flashlight and extra batteries , along with candles and waterproof matches.
12	Add some dried soups and crackers to your emergency kit.
13	Check your insurance policies and make records of your possessions.
14	Prepare a first-aid kit that includes extra prescription medication, extra eyeglasses, bandages, sterile gauze pads, tape, scissors, tweezers, antibiotic ointment, hydrogen peroxide and over-the-counter pain pills.
15	Add a change of clothing for each family member to your kit. Be sure to include warm clothing, heavy work gloves and sturdy shoes.
16	Add some canned food like stews, baked beans and vegetables to your kit.
17	Enrol a family member in a first-aid course.
18	Add personal toiletry items like toilet paper, handi-wipes, soap, detergent, toothbrush, toothpaste, comb, sanitary supplies, etc. to your emergency kit.
19	Add evaporated canned or powdered milk and cereal to your kit.
20	If needed, include infant supplies including disposable diapers, disposable bottles, formula, etc. to your emergency kit.
21	Get a large bucket with a tight-fitting lid to use as a toilet, and put it with your emergency kit. Use the bucket to store other emergency tools like an axe, a folding shovel and rope.
22	Add some freeze-dried or foil pouch food products like meats, soups, vegetables and stews.
23	Add a pocket knife (Swiss army style), cutlery , a whistle and spare set of house and car keys to your container.
24	Keep a leash or pet carrier near your kit and add a three-day supply of pet food .
25	Add sleeping bags or blankets to your kit along with water purification tablets .
26	Assemble important documents like wills, insurance papers, medical records, inventory of possessions, identification, etc. in a fireproof/waterproof container. Add a family photo album to your emergency kit.

Now you and your family are personally prepared for any emergency.

Once your emergency kit is assembled and your emergency plan is in place, don't forget to rotate and replace items as they expire. And most important, practise your plan and update it as your family's needs change.

