



Don't forget to PRINT OUT a copy to bring with you on the first day of school.

Emergency Preparedness Program

Disasters are a fact of life. Each year, disasters—large and small, natural and man-made—strike around the world. Since disasters are an inescapable part of living, survival knowledge and preparation become a common sense insurance policy.

In the past year, damaging earthquakes have occurred resulting in loss of life and millions of dollars in damages. Because our preschool is located in an earthquake-prone area, we want to remind you that in the event of any major emergency:

- No child will be dismissed from preschool unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect, or that particular person is listed on the attached Child's Emergency Card.

We are prepared to care for your children in times of critical situations. If you are not able to reach the preschool, we will care for your child here. If the preschool is deemed unsafe, temporary shelter for your child will be found with one of the persons listed on the Child's Emergency Card. If no person can be reached, your child will be accompanied to the nearest Emergency Reception Centre (as instructed by the RCMP). The closest Evacuation Centres in this area are:

- Medical Office (across the street) 3260 Edgemont Blvd
- William Griffin Recreation centre – 851 Queens Road

The whereabouts of all children will be posted at the preschool. At no time will your child be left unattended. Staff members have first-aid certificates and we will be in communication with various local emergency services. We do ask for your help in the following areas:

- Please do not call the preschool. We must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the preschool. Streets and access to the preschool may be cluttered with debris. The preschool access route and street entrance areas must remain clear for emergency vehicles.
- Walk to the preschool.
- Do turn on your radio to receive information and directions.



Please fill out **this form**. Remember this form will be used only for a **major emergency**.

1. Pick 5 persons as contacts. They do not have to be parents of children at the preschool. They can be neighbours, grandparents, etc.—anyone that you will feel comfortable with temporarily caring for your child. With this in mind, choose contacts that are within reasonable walking distance to the preschool.
2. Put a relative or friend as an “out of province” contact. Each member of the family should carry this number with them at all times. (Local lines will be tied up; long distance lines will be more accessible. Each family member can call the “out of province” number, leave a message and then re-call several hours later and check on all family members’ safety and whereabouts.)
3. Sign and date your form.
4. If you have any questions or have any of your contact information change during the preschool year, please notify your child’s teacher.

Child’s Surname	First Name	Address
Telephone Number(s)	Teachers	Class

Contact Name/Relationship	Address	Home Phone	Work/Cell Phone
Out of Province Contact Name	Address	Home Phone	Work/Cell Phone

*****Licensing states that we MUST have an Out of Province contact.**

I hereby authorize the staff at Highlands Preschool to release my child named below to one of the above individuals if I/we cannot be contacted in the event of an emergency/disaster. I understand that this notice will be posted at the preschool, indicating where my child is and the time of release.

THIS FORM WILL BE KEPT AT THE PRESCHOOL.

Date

Signature of Parent or Guardian

DO NOT FILL IN THIS SPACE

Other: _____

Contact Signature: _____

Time/Date of Release: _____

Staff Signature: _____