



**VANCOUVER BOARD OF EDUCATION  
EMERGENCY STUDENT(S) REUNIFICATION AUTHORIZATION**

**IMPORTANT:**

- See back of this form for *Instructions on Completion*
- **DO NOT** tear or remove the bottom section of this form.
- In addition to Parents, list 3 Adults who can pick-up post-disaster.

SCHOOL NAME Windermere Community Secondary DATE \_\_\_\_\_ LAST NAME (Oldest Student Only) \_\_\_\_\_

LIST YOUR CHILD(REN) ATTENDING THIS SCHOOL BY PREFERRED NAME (OLDEST TO YOUNGEST)

				Elementary	Life Threatening Medical Alert
Last Name _____	First Name _____	Gr _____	Div _____		<input type="radio"/>
Last Name _____	First Name _____	Gr _____	Div _____		<input type="radio"/>
Last Name _____	First Name _____	Gr _____	Div _____		<input type="radio"/>
Last Name _____	First Name _____	Gr _____	Div _____		<input type="radio"/>
Last Name _____	First Name _____	Gr _____	Div _____		<input type="radio"/>

MEDICAL ALERT (Life Threatening Conditions Only): \_\_\_\_\_

SPECIAL INSTRUCTIONS FOR STAFF: \_\_\_\_\_

**CUSTODIAL PARENT(S)/ GUARDIAN(S):**

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Preferred Name \_\_\_\_\_ Email \_\_\_\_\_  
 Cell # \_\_\_\_\_ Phone # \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Preferred Name \_\_\_\_\_ Email \_\_\_\_\_  
 Cell # \_\_\_\_\_ Phone # \_\_\_\_\_

**SCHOOL - USE ONLY**  
Signature of Person Released to:

**ADDITIONAL PEOPLE AUTHORIZED TO PICKUP STUDENT(S)** (Must be 19 years of age or older):

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Preferred Name/Title \_\_\_\_\_ Email \_\_\_\_\_  
 Cell # \_\_\_\_\_ Phone # \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Preferred Name/Title \_\_\_\_\_ Email \_\_\_\_\_  
 Cell # \_\_\_\_\_ Phone # \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Preferred Name/Title \_\_\_\_\_ Email \_\_\_\_\_  
 Cell # \_\_\_\_\_ Phone # \_\_\_\_\_

**OUT OF REGION CONTACT (within Canada only):**

Name \_\_\_\_\_ Home Phone # (\_\_\_\_) \_\_\_\_\_  
 Cell # (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Estimated Pick up Time: \_\_\_\_\_ Picture ID:  Confirmed  Not Available  ID Verified by Staff

Staff Initial: \_\_\_\_\_ Destination (location/address if known): \_\_\_\_\_

**\*\*DO NOT TEAR OR REMOVE THIS SECTION - Please Complete Unshaded Areas\*\***

**PARENT(S)/LEGAL GUARDIAN(S):**

1. Please go to the **Release Gate [2]**.
2. Give this part of the form to a staff member at the **Release Gate [2]**.
3. Please wait at the **Release Gate [2]**. A staff member will locate the student(s) and bring them to you.

Staff Initial at Release Gate: \_\_\_\_\_

LIST YOUR CHILD(REN) IN THE SCHOOL BY PREFERRED NAME (OLDEST TO YOUNGEST)

Students Reunified/Comments				Elementary
<input type="checkbox"/>	Last Name _____	First Name _____	Gr _____	Div _____
<input type="checkbox"/>	Last Name _____	First Name _____	Gr _____	Div _____
<input type="checkbox"/>	Last Name _____	First Name _____	Gr _____	Div _____
<input type="checkbox"/>	Last Name _____	First Name _____	Gr _____	Div _____
<input type="checkbox"/>	Last Name _____	First Name _____	Gr _____	Div _____

**ONCE YOU HAVE PICKED-UP THE STUDENT(S) PLEASE EXIT THE SCHOOL GROUNDS. THANK YOU FOR YOUR PATIENCE.**

## Instructions and Additional Information

### Instructions to Complete this Form:

- 1) **ONLY** custodial parent(s) or guardian(s) may complete and submit this form.
  - In the event of a serious emergency, via this form you are authorizing school staff to release your child(ren) to the custody of the individual(s) listed on the other side of this form.
- 2) Please complete all sections of this form except the shaded areas (including the bottom section).
  - **IMPORTANT: Please leave the shaded areas blank.**
- 3) Complete 1 form per SCHOOL that your child(ren) attend.
  - For example: If you have children in elementary school and secondary school, you will complete 2 forms.
- 4) **Please DO NOT tear or remove the bottom of this form.**
- 5) Fill in the names of parent(s)/guardian(s) or authorized others **as they appear on their identification**. Also include a preferred name and/or title that the student(s) may know them as (such as "uncle", "gramma", etc).
- 6) Return the completed form to the school.
- 7) Inform EVERY authorized person you have listed that they are to pick-up your child(ren) at the school in the event of a major emergency, such as a damaging earthquake. Share with them the school's processes and your family's emergency plan in the event of a major disaster.

### **Important Information – Please Translate**

**这是一份重要信息 – 请找人为您翻译**

**کئید ترجمه لطفاً مهم اطاعات**

**Mahalagang Impormasyon - Paki salin sa sariling wika**

**중요한 정보 - 번역 부탁드립니다**

**ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ-ਮਹਿਰਬਾਨੀ ਕਰਕੇ ਅਨੁਵਾਦ ਕਰੋ/ਕਰਵਾਓ**

**Важная информация! Переведите, пожалуйста**

### Additional Information

#### **Emergency Reunification Background**

In the rare event of a significant emergency or disaster, the school may use its emergency student reunification process. Examples of disasters where emergency student reunification may be used include but are not limited to:

- A major locally damaging earthquake,
- Overland flooding, or
- Other life-threatening regional or school emergencies.

#### **Additional People Authorized to Pick-Up Students**

While we don't like to contemplate it, during major emergencies some parent(s)/guardian(s) may not be able to get to the school to pick-up their child(ren), either because they are unable, or roads/bridges are blocked. Therefore, all parent(s)/guardian(s) are encouraged to authorize 3 additional adults to pick-up their child(ren) in the event of a major emergency, such as a damaging earthquake. When considering authorizing these people, they ideally should be:

- An adult (over 19 years of age).
- A trusted individual, such as a close friend, family member, or neighbour.
- Physically able to travel to the school despite some obstacles in the community.
- Located near the school during much of the school day (on average).
- Able to speak English (Optional: An asset post-disaster as translators will likely be limited).

**\*\*Those authorized to pick up students will require a piece of identification upon arrival at the school.\*\***

#### **Out of Region Contact**

This is a trusted adult who resides outside of the area impacted by the disaster; typically, someone who lives outside of Metro Vancouver. They can be important as a central contact for all members of your family following a major disaster, such as an earthquake. It is an asset for this person to be competent using computers and technology and to be live within Canada.