

Thursday, May 18, 2023

Dear Laker Families,

We hope that all of you are doing well under these current circumstances and we are excited to let you know that we are planning to reopen Charlie Lake School on Tuesday, May 23rd. We recognize that some families may still be evacuated; however, we are hoping it will be helpful to return to a more normal environment here at the school.

We will update the Laker News, website, and facebook with our evacuation procedures and information on the upcoming week.

As promised, in case the situation changes, here is an update with respect to a site-specific Emergency Response Plan for Charlie Lake. The link below will provide you with important information from School District #60 with respect to what will happen during an Emergency Evacuation. Below is specific information that will help our school community remain calm and organized should the school ever have an Order to Evacuate. Please do not hesitate to reach out to me should you have any questions or concerns that are not addressed by this process.

<https://www.prn.bc.ca/wp-content/uploads/sites/2/2023/05/SD60-Emergency-Response-Plan-Parent-Guide.pdf>

Charlie Lake Emergency Evacuation Process:

1. The most important step in this process is remaining **calm** and knowing that we will have time to safely evacuate the school in an **organized** manner. While your children are at school, we assume the role of parent/guardian and are required to have a “double-gated” system to ensure all students have been picked up by a designated parent/guardian or an authorized emergency contact. Students will remain in the gym under the supervision of school staff until they are picked up.

PLEASE ENSURE THE SCHOOL HAS CURRENT PHONE NUMBERS FOR PARENTS/GUARDIANS AND THAT THE EMERGENCY CONTACT INFORMATION IS UP-TO-DATE AND ACCURATE – if any changes are needed to be made, please email charlielakeschool@prn.bc.ca and Mrs. Miller will make sure our system is updated.

2. Please make sure the information you are responding to has been issued by School District #60. This could be an email from the school through MyEd, a post to the SD 60 website (www.prn.bc.ca) or official SD #60 FaceBook page (<https://www.facebook.com/SD60PRN/>). We can avoid a lot of unnecessary stress and confusion by checking sources before reacting.

3. We will have two designated **PARENT CHECK-IN** locations: one at the front of the school by the ramp doors for students with last names between (L-Z) and a second **PARENT CHECK IN** at the staff doors for students with last names between (A-K).
4. **If your child's last name is between (A-K)** you would check in at the staff entrance and then you would go back outside and pick up your child/ren at the gym door by the c-can. Tables will be clearly marked. **Emergency contacts may be asked to show ID.** At the check-in table, you will receive a slip of paper verifying student names for pick up.
5. **If your child's last name is between (L-Z)** you would check in at the ramp, intermediate door and then walk around to the east intermediate door to pick up your child. Tables will be clearly marked. **Emergency contacts may be asked to show ID.** At the check-in table, you will receive a slip of paper verifying student names for pick up.
6. After you have picked up your child(ren) and their belongings please exit through the staff parking lot or from the ramp area in a timely manner to mitigate congestion. We will have staff available to help keep things moving smoothly.
7. Please exercise extreme caution in the parking lot, on the bus ramp, and on the roadways around the school. There will be 205 families arriving at the same time, and we want to ensure the safety for all.

THANK YOU!

Mrs. Hartman, Mr. Clements, and Mrs. Miller

