Department  
PO Box 2703, Whitehorse, Yukon Y1A 2C6

August 20th, 2020

Dear parents/guardians,

### Re: School emergency procedures

At the beginning of each school year, our school prepares a School Emergency Response Plan to ensure we can act immediately to protect the health and safety of students should a school emergency arise.

**Please make sure that the school has your current contact information so that we can reach you should there be an emergency.**

Because Yukon is located in an earthquake-prone area, and other natural or physical plan emergencies can occur which require us to evacuate the school, we want to remind you that, in the case of such an event, the following procedures will be followed.

* The school will remain responsible for all students for the hours designated in a normal school day, unless directed to dismiss students by an Emergency Measures authority.
* If we are directed to dismiss students, no student will be dismissed from school unless a parent or designated guardian comes for him/her; no student will be allowed to walk or bike home alone.
* No child will be allowed to leave with another person, even a relative or babysitter, unless we have written or verbal permission to that effect or that particular person is listed as the students’ emergency contact. With this in mind, if your child’s information is not up-to-date, please call the office as soon as possible.
* All parents or designated guardians who come to pick up students, must sign the student out with the classroom teacher or the designated marshall at the alternate site Student Release station. This is critical so that we can ensure all students are accounted for and remain safe.

Our School Emergency Response Plan outlines how staff would respond to emergencies such as a fire, earthquake, threat, medical incidents, issues with the school building or other situation. It provides the protocols to respond to each scenario, with clear roles and responsibilities of school staff, floor plans, evacuation sites and lockdown information for directing students, emergency telephone numbers and communication protocols with the RCMP, other emergency services and parents. It is developed by the School Safety Team with the Department of Education and the RCMP each year.

The School Emergency Response Plan is shared with the RCMP, the Department of Education and the School Council Chair. We do not share the plan widely, as some information is confidential to keep students safe.

The five basic principles that guide our school’s emergency responses are:

* Student and staff safety is the first priority before all other action.
* Students are supervised whenever they are evacuated to an alternate site until directed.
* Communication with emergency services comes first to ensure safety; communication with parents occurs once we determine students and staff are safe.
* The school cares for the student during a medical incident until emergency services respond.
* The principal is responsible for decision making during an emergency as required.

As a parent, you should follow these basic rules during a school emergency:

* **Do not** call the school; we must have phone lines open for emergency services.
* **Do not** drive to the school during a school or city-wide emergency; we need the streets clear for emergency services and to protect student safety.
* Wait for information and instruction from the school.
* Tune in to the local radio for updates and instructions. Sometimes school staff cannot communicate directly with you as they are ensuring the safety of students.

**More information:**

School evacuation sites:

Evacuation sites at Golden Horn Elementary School are designated safe houses in the nearby neighbourhood where students and staff can get to easily and quickly in case of emergency.

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| **Class** | **Safe Home Address** |
| HR K Quarton  HR K Hirsch | 148  Duncan Dr. |
| HR ½ Merrick | 141 Arctic Dr. |
| HR 1 Churchill  HR 2/3 Agnew | 206  Duncan Dr. |
| HR 2 Leigh | 141 Arctic Dr. |
| HR 3 Osborne  HR 4/5 John | 2 Arctic Dr. |
| HR 5/6 Darling | 104  Duncan Dr. |
| HR 6/7 Birkeland  HR 7 Beaulieu | 10 Arctic Dr. |

School safety drills:

The school performs regular safety drills to ensure students know what to do in an emergency. We perform fire drills throughout the year. Other emergency safety drills will take place on:

* Earthquake
* Bomb Threat
* Lockdown

You will be informed when the drills are taking place in our school newsletter.

School safety procedures:

Please note the difference between these procedures:

**Lockdown:**  A lockdown occurs when there is a threat of violence within the school or in relation to the school. Students and staff are asked to remain in sheltered areas until the situation is resolved.

**Hold and secure:** A hold and secure is different than a lockdown. It is enacted when a threat occurs outside of the school but not related to the school. School activities can continue as normal but doors are locked and monitored and no one is permitted to leave or enter until the situation has resolved.

**Evacuation:** When students and staff vacate the school building in response to an issue or threat inside of the school building, such as a fire.

Thank you for taking the time to read about school emergency response planning.

If you have any questions, please contact the school.

PLEASE PUT THIS LETTER IN A SAFE PLACE SO YOU MAY REFER TO IT IF NECESSARY.