



**OUR LADY OF MERCY SCHOOL
EMERGENCY RELEASE ID TAG**

Student Name: _____

Grade: _____

Address: _____

City: _____

Home Phone: _____

Care Card #: _____

Mother's Name: _____

Mother's Work #: _____

Father's Name: _____

Father's Work #: _____

Appointed Emergency Guardian #1

Name: _____

Phone #: _____

Work#: _____

Appointed Emergency Guardian #2

Name: _____

Phone #: _____

Work #: _____

Out-of-Area Contact Person: _____

Relationship: _____

Out-of-Area Contact #: 1-()- _____

Out of province contact name/number is important for reuniting your family and passing messages about your safety and whereabouts during an emergency. Local phone service will likely be disrupted but long distance calls may be possible.



Why you need to fill out this form:

In the event of an emergency, the school is responsible for caring for your child until they can be picked up by parents or appointed emergency guardians. Keep in mind that during an emergency, roads and bridges may be closed and you may not be able to get to the school to pick up your child/children. Listen to the following radio stations for all emergency instructions and status of schools (CBC 690AM; CKNW 980AM; CKWX 1130AM; CHNW 88.7FM).

Appointed Emergency Guardians are responsible friends or family chosen by the parents to sign out, pick up and care for your children until you can reach them. In an emergency situation, OLM will only release your children to those people listed on this form. Appointed Emergency Guardians will be asked to report to the Parent Reception and Information Centre and asked to provide ID before the child will be released into their care. Ideally, appointed guardians should collect all siblings from the same family and live within walking distance from the school. You will receive a copy of this form for your reference. Please discuss it with you Appointed Emergency Guardians.

Does your child take medication? _____

Dosage/Frequency: _____

Is the medication at school? _____

Allergies? _____

Is there anything else we need to know to care for your child during an emergency? _____

Is there anyone that your child **SHOULD NOT** be released to? _____

I fully realize that during a serious emergency resulting in school closure or evacuation, my child (listed above) will not be released from school to another adult or older sibling unless authorized by myself on this form.

Only those individuals (appointed emergency guardians) pre-approved by the student's parents/guardians, as indicated on the Emergency Release ID Tag, will be permitted to take the student from the school premises when the school is in the midst of an emergency situation. The only exception is if the student is transferred to a medical facility under care of emergency personnel.

Upon release of the student, the school will keep a record of the name of the appointed guardian; the time of release; and the expected destination of the student. The person picking up your child will need to provide identification and complete the Student Emergency Release form at the time of pick up.

Signature of Parent/Guardian:

Every child in each family needs to have one of these forms filled out.

This form has been designed to be cut and folded to fit into a plastic id tag and worn around the student's neck during the emergency. The right side with medical information will be at the back of the tag.

Please inform the school of any changes.

Thank you!