



HOLY FAMILY ELEMENTARY SCHOOL

55 Wann Road
Whitehorse, Yukon Y1A 5X4
Tel: 867-667-3500
Fax: 867-667-3502

Principal: Theodore Hupé
V/Principal: Lina Radziunas

Dear Parents/Guardians:

Because we are located in an earthquake-prone area and other emergencies can occur which require us to evacuate the school, we want to remind you that, in the case of such an event occurring, the following procedures will be followed:

- * No student will be dismissed from school unless a parent or designated guardian/emergency contact 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 student's 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 for students **must have them signed out at the office or at the alternate Student Release Station.** Signs will be posted at the entrance to the school yard if an alternate location is being used.

In case we need to evacuate Holy Family Elementary in an emergency, our alternate gathering place is the:

Church of the Northern Apostles at 45 Boxwood Crescent.

- * We are prepared to care for children in the event of a critical situation, or if parents or guardians are not able to reach the school. We have a number of people with first aid certificates and we will be in communication with local emergency services. We do ask for your help in the following areas:
 - **do turn your radio to *CBC (94.5) on the FM dial or CKRW (610) on the AM dial or CKRW (96.1) on the FM dial, CHON FM (98.1) or New Life (100.7) on the FM dial.* Information and directions will be given over the radio.**
 - **please do not call the school; we must have the lines open for emergency calls.**
 - **following an earthquake or other city-wide emergency, do not immediately drive to the school. Streets and access to our school may be cluttered with debris and the school access route and street entrance areas must remain clear for emergency vehicles.**

***** Please put this letter in a safe place so you may refer to it if necessary.**