Emergency Contact vs Emergency Release – what's the difference?

Emergency Contact – *who we contact if we cannot reach you.*

Emergency Release – *In the event of an earthquake, fire or other serious occurrence resulting in an emergency school closure during the school day, it is important that you have designated at least one **"emergency release" adult for your child(ren), in the event that you are unable to collect your child(ren) from school.***
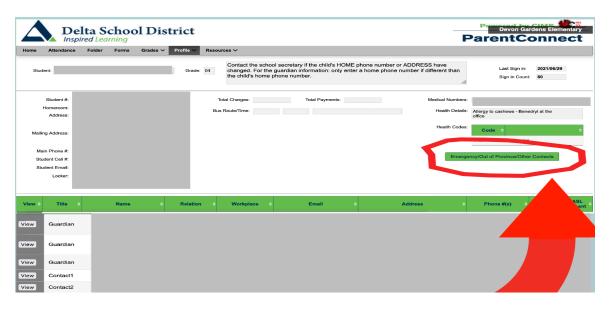
The people you designate as "Emergency Release" are:

- **the ONLY person/people to whom the school can legally release your child, aside from you, the parent(s), in the event of an emergency dismissal or closure**

- *over 19 years of age* **(we cannot release your child to a minor, including an older sibling who is under 19 years old)**

- **not** *necessarily* **the same people as those you have listed under "emergency contacts" (but they could be)**

- *ideally within walking distance*, **as roads may be closed in an emergency situation**

- *trusted adults* **who will assume responsibility for the guardianship/care of your child until you are able to get there (in an emergency, such as an earthquake, this could be up to 72 hours)**

Having designated Emergency Release adults in place is just part of your family's Emergency Preparedness Plan.

It is important that all parents understand that <u>in emergency situations (or even during an emergency release drill), students will **only** be dismissed from school to their parents or designated "emergency release" adult.</u> *In order to maintain the safety of your children, there can be no exceptions.* **This means that, if grandparents or daycare providers routinely pick up students, they must be named as "EMERGENCY RELEASE" CONTACTS on Parent Connect.** *Also, we cannot release your child to older siblings who are under 19 years of age.*

Very Important – If you have multiple children in our school/the district, the information on Parent Connect must be added/updated separately for each child. Changing the information for one child will not automatically change it for your other children.

Delta School District - Parent Connect

How to Update Emergency Release & Out-Of-Province Contacts

Parent Connect allows parents to add/maintain both **Emergency Release** and **Out-Of-Province** contact information in the case of a major disaster such as an earthquake or flood.

In the case of a disaster, students may **ONLY** be released to those identified as an **Emergency Release Contact** or a **Parent** with picture I.D.

The **Emergency Release** contacts may also be listed as the Contacts on the student's Basic screen.

Emergency Release contacts on this screen are typically people living close to you or the school in order to facilitate picking up the child from the school.

Out-Of-Province contacts are typically those living in another province or another country who can be contacted in case local communication lines (land line or cell towers) are not working. The District would appreciate parents adding/maintaining this information as it's an integral part of the District's disaster plan.

** **Very Important** ** If you have multiple students in the district, this information must be added/updated separately on <u>each child's student record</u> i.e., changing your out-of-province information on one child's record will not automatically change this information for all your children.

1. Sign on to Parent Connect

2. Click on the **Basic** tab on the main toolbar

3. Click on the "**Emergency/Out of Prov/Other Contacts**" button

   [Emergency/Out of Prov/Other Contacts]

   We ask that you enter no more than **3 Emergency Release** names and **1 Out-of-Province** name as that is the maximum number of names printed on the student information reports.

4. Click on the **Edit** button to the left side of a blank line to **add** a new record, or on an existing line to **change** the information:

Be sure to SAVE changes

- **Type**: use the drop down option box to choose the appropriate option for this record; choose either ER- **Emergency Release**, or OP-**Out of Province Contact** (do not enter any records for "Other Contacts")

- **First and Last Name**: enter the persons usual first and last name

- **Relationship**: the relationship as it relates to the child (not to the parent) such as Grandparent, Aunt, Uncle, Family Friend, Father, Mother, Neighbor

- **Full Address**: Include the full street address, City, Province, and Postal Code; if the person lives in the U.S. then enter the State code and Zip Code instead of province and postal code

- **Email**: enter the email address that this person would want us to use to contact them; this could be the person's personal email or work email, whichever they would prefer to use

- **Employer**: enter the name of the persons Employer, if applicable

- **Phone**: up to two different phone numbers could be entered for each person; the phone numbers could be their home, cell or work number; if entering the persons Employer then it may be a good idea to add their work number

- **Overseas Phone**: if this person is living overseas, please put in the overseas phone number instead of using the two regular phone number fields

- Click the **Save** button to update the changes. *If you close the screen or go to another screen before saving, the changes will be lost.*