

**ANNIEVILLE**  
**Student Comfort Kit for Emergency Preparedness**

Dear Parent/Guardian:

We are asking parents to support us in putting together an emergency “comfort” package for your children. The purpose of the **Comfort Kit** is to help sustain your children in the event that they have to spend an extended time at the school during an emergency situation. The kit will contain some emergency information, a small amount of food, a few “comforts” and a letter of comfort from you to your child (see sample Comfort Kit Letter on the Annieville website under *Parents*). At present, most schools in the Lower Mainland have similar programs.

Please create a “comfort” kit for your child. Complete a new Emergency Label for each child, select and place a sampling of some of the items listed below **INTO ONE LARGE ZIP LOCK FREEZER BAG PER CHILD (approx. 28 x 28 cm)** and return the *comfort kit* to the school by **Thursday, October 6, 2016**. Before sending the kit(s) to school, please try to squeeze out as much air as possible for storage purposes. Due to the limited storage space, do not include extra food, blankets or water, as each student’s comfort kit must fit into one Rubbermaid bin for his/her division.

Annieville has a locked emergency bin that sits at the side of the school, which will contain additional water, some emergency food and evacuation tools. The large bin has been paid for by the PAC and we are adding more equipment each year.

Throughout the year, the school holds Emergency Preparedness Drills. As part of the drills, teachers discuss emergency and evacuation procedures. During the drill the students DUCK (under their desks), COVER (their heads), HOLD (onto their desks) and count to 60 aloud with their teacher. During evacuation, the teachers will take the class emergency backpack and exit the school. It is the classroom teacher’s first priority to get the children outside to safety.

Thank you for your cooperation as we prepare.

Ms. W. Shields, Principal

**COMFORT/SURVIVAL KIT SUPPLIES**

**Identification:** A small photo of your child (if possible) along with a completed emergency label (attached below).

**Food:** Choose one or two items from the suggested items, which are best suited to your child and are *nut-free*:  
granola bars, beef jerky, fruit snacks/roll-ups, rice krispie squares

**Shelter:** One green garbage bag and one plastic grocery bag to make a raincoat and cap or a hooded plastic poncho (e.g. from a dollar store).

**Basic Physical Comforts:** kleenex, wet wipes, bandaids

**Amusement and Emotional Comforts:** Choose one or two appropriate for your child:  
family photo, deck of cards, paper and pencil, pocket games.

**Letter of Comfort:** A “sample” letter of comfort is posted on the Annieville website under *Parents*.

**Medications:** If your child requires special medication, please ensure the office has been notified.

**PLEASE RETURN THE LABELED COMFORT KIT(S) by THURSDAY, OCTOBER 6, 2016**

**EMERGENCY PREPAREDNESS LABELS**

<p><b><u>Print only</u></b> <b>STUDENT’S NAME:</b> _____ <b>TEACHER:</b> _____ <b>DIVISION:</b> _____</p>
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