

Dear Parents/Guardians:

Re: Student and Parent Reunification After an Emergency, or Disaster

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency. It is important that you become familiar with the school's emergency procedures, what you should do in the event of an emergency at the school and what to do during an emergency student release. We encourage you to discuss at home, how you expect your child to behave and respond during an emergency, or disaster situation.

The school is prepared to care for your child in the event of a sudden school closure until you, or an authorized guardian are able to pick him, or her up. In order to make your child as comfortable and safe as possible until you arrive, we ask for your help in the following areas:

- Complete and return the **STUDENT(S) RELEASE FORM**.
 - **Please photocopy this form to keep with your family's emergency plan.**
 - If you, or your spouse can't make it to the school right away, the form tells the school who is authorized to pick up your child and is prepared to care for them until you can be reunited.
 - If you, or your spouse get to the school and your child has left, the form tells you who your child was released to, when they left, and where they were planning to go.
- Please **do not phone the school following a disaster**. We must keep the lines open for outgoing emergency calls.
- Please, **in the event of a lockdown, do not phone your child's cell phone**. A ringing phone can call attention to students.
- Please **do not drive up to the school**. Streets and access to the school must remain clear for emergency vehicles. Park elsewhere and walk to the school.
- Listen and watch for updates – both the school and the district will use a variety of communication tools including phone trees, e-mail, traditional and social media to alert parents of the current situation and next steps.
- As soon as school officials indicate it is safe to pick up your child, we request you or your alternate guardian travel to the school, or identified student-parent reunification site to reunite with your child.
- Students will **only** be released to parents, or authorized guardians listed on the **STUDENT(S) RELEASE FORM**.
- All parents, and authorized guardians will be asked for government issued picture ID when signing for students at the Check-In Gate.
- Please familiarize yourself with the school's emergency plan, and reunification procedures.
- Parents and authorized guardians are encouraged to participate during a school reunification drill when invited to do so by the Principal.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you, or someone authorized to act on your behalf. The information on the **STUDENT(S) RELEASE FORM** will be used only in case of an emergency, or disaster. This information is kept strictly confidential at the school unless it is necessary to share the information in the event your child's health and/or safety is at risk.

THANK YOU FOR YOUR CONTINUED SUPPORT