

SCHOOL EMERGENCY RELEASE PROCEDURES

In order for the children to have the best learning experience at our school, it is paramount that we provide them with a safe environment. As part of our emergency planning it is important that we share with you our release procedures.



In the event of an emergency such as an earthquake, we will assess the situation at the school and, if phone service is available, we will activate our broadcast calling system to provide you with detailed information and instructions. If we ask that you come pick up the children or if phone service is down and you come to pick up your children, we have the following procedure in place for releasing students:

As you approach the school, there will be staff positioned at the end of Canyon Road directing traffic and guiding you to a release gate. At that gate you will give the name(s) of the child(ren) you are picking up and, while you sign off on the release form, a staff member will get the child(ren) and bring them to you. We will not allow parents on campus during this procedure as a measure to ensure all children are released appropriately. While there will be wait time involved with this procedure, it will nevertheless be the most efficient way to make sure that each and every child is accounted for and correctly released.

Please be aware that during this procedure we will NOT release your children to anyone whose name does not appear on your emergency list. You will be receiving an email with instructions on how to access the parent portal where you can make any necessary updates to the people that appear on your emergency list. We urge you to make sure you have a complete and accurate list.

Rest assured that every faculty and staff member on campus during an emergency will have the sole purpose of making sure your children are safe and comfortable. We are all CPR/First Aid certified and we meet regularly to review our safety procedures. We have an emergency container with a 3 day supply of food and water for 300 people. This container also has shelters, blankets, extra clothing, and medical emergency supplies.

Thank you for taking the time to read this important information.