



DISASTER PREPAREDNESS Parent Checkout Procedures

Whenever we have an evacuation drill (fire or earthquake), student check out is as follows:

1. All entrances and exits are secured and parents are not allowed to come on to campus without approval. Our goal is to maintain calm and stability. We have a very strong procedure for checking out students. Parents are to approach the "Parental Communication Table" on the concrete north of the bicycle racks.
2. A member of the Parental Communication Team will verify the student emergency card.
3. A short form is filled out and immediately given to a responsible 5th or 6th grade "Student Runner."
4. The parent is then requested to wait outside the sliding gate, southeast of Room 18.
5. The "Student Runner" goes to get the child(ren) on the form.
6. Classrooms are always lined up in pre-designated areas and staffing/supervision is based on extra emergency jobs and the buddy teacher system.
7. The staff member supervising the classroom, signs the form and gives it back to the Student Runner, releases the student, and fills out an additional form to be kept with the classroom.
8. The Student Runner and child(ren) return back to the grassy area in front of Rm. 18. A staff member will request a signature from the person checking out the student and will release him/her to that adult.



We have a EOC (Emergency Operation Center) east of Room 22, a First Aid Center on the grassy area west of Room 7 – 9, the Search and Rescue Team that meets near the entrance of the Disaster Supply Bin (Southwest of the Kindergarten buildings), in addition to the Parental Communications Team on the concrete slab north of the bicycle rack east of the front office. Each staff member has a distinct job and we drill, by law, at least once a month for Fire Drills and three times a year (more than the single drill requirement annual) for earthquake drills. We also have two Lockdown Drills each year. If you have any questions at all, please don't hesitate to either ask your child's teacher or stop by the office to speak to me. If you would like to be listed as specific support should an actual disaster ever happen, please phone or email your name and the area in which we could count on you for help. Thank you so much!!