

EMERGENCY PROCEDURE INFORMATION FOR REDMOND JUNIOR HIGH PARENTS

If an emergency occurs that requires the school to close early, you will need to know the following information regarding the dismissal of students. Review this information and share it with any person you have authorized to pick up your child in the event of an emergency. (Remember to notify the school if your emergency contacts change – or if you have new contact information.)

It is critical that you follow the proper procedure in picking up your child. The school has a detailed plan for releasing children. The plan's intent is to reunite you with your child as quickly as possible while still keeping track of where each child is, who has picked up each child, and the destination of each child upon leaving school grounds.

What you need to know:

- You are required to bring your picture identification card ("I.D.") with you to the school.
- Be prepared to be patient. The staff will work as quickly as possible.
- The default initial parent information point is located at the tennis courts. Go there first to learn the location of Parent Check In.
- You (or your child's emergency contact) will start in the **"Parent Check In line"**
 1. While in line, you will fill out a **"Student Release Form."**
 2. At the front of this line, the person in charge will take your form, check your I.D., and verify that you are allowed to pick up the child you are requesting (based on who you listed on the emergency form filled out at the beginning of the school year). You may only take someone else's child if you are listed as an emergency contact on the child's form.
 3. A runner will be sent to retrieve your child. You will be sent to the **"Reunion Release Line"**
- In the Reunion Release Line you will wait while the runner picks up your child from the student assembly area.
 1. When your child arrives, the person in charge at the **"Reunion Release"** table will again check your I.D. You will then be asked to sign that you have been reunited with your child. All of the paperwork will remain with the staff at the school
 2. You may now leave with your child.
 3. If you are unable to pick up your child, he/she will be cared for until alternate arrangements can be made. Your child will be supervised at all times.

Other information to keep in mind:

- Make sure that your emergency contact information is kept up-to-date in our records. Everyone on your emergency contact list should know that they must show photo I.D. in order to pick up your child.
- If this is a severe emergency, the school's full "Incident Command System" will most likely be in place. We may need volunteer help and will post a sign indicating where volunteers should check in.
- If you arrive before the Parent Check In / Reunion Release Staff has set up, please be patient. You may not leave with your child until you have gone through both steps outlined above. Consider volunteering to help in the set up.
- The parking lot will most likely be closed off to allow access only for emergency vehicles. If you live close, please walk to the school. If you need to drive, park offsite on a street near the school rather than blocking the driveways into the school.
- If you come to the school during an emergency, please follow the directions from staff and volunteers – they will be wearing orange vests to be easily identifiable.
- Go to the Parent Check In area. Do not enter the school. Please go through all the procedures as instructed before removing your child from the school. The location of the Parent Check In area will depend on the type of emergency.
- Help everyone help every child.
- Remember that it is often easier to contact someone outside of the state during local emergencies. Have a family plan with a designated contact for all local family members to call in the case of an emergency.
- We have water, food and other emergency supplies on hand at school in order to care for your child as long as needed.
- Children take emotional cues from adults. Please keep this in mind as you greet your child.
- Please do not call the school. Staff will be busy responding to the emergency and the needs of students first. The school phone system may not be working at all, or the school may already be evacuated. If school phone lines are operable, they need to be available so school staff can communicate with emergency responders. (Overloading the phone system may mean that the school will not be able to communicate with first responders.)

Please Remember: Have photo I.D. Stay calm. Be patient. Follow instructions.