

If an emergency requires the school to evacuate students or to close early, there are several pieces of information you should know that would assist in the dismissal of students. You are asked to review this information and to share it with any person you have authorized to pick up your child in the event of an emergency.

**If the Building has been Evacuated:**

1. Teachers and students will be lined up by class at the north end of the playfield.
2. Office staff will prepare a checkout station out on the field.
3. Parents/Guardians will be directed to pick up their child directly from their teacher.
4. Teachers will have a parent sign out their child on a class roster.
5. Non-parents will be directed to the checkout station.
6. Non-parents will be verified on the emergency contact list
  - a. If on the list, they will sign out the student
  - b. A release receipt will be given to the emergency contact
  - c. Emergency contact takes release receipt to teacher and picks up child
7. Students will remain on campus unless a parent or approved emergency contact comes to get them.

**If the Building is Open (i.e. Snow Event early release)**

1. Teachers and students will remain in class.
2. Office staff will prepare a checkout station in front of the office.
3. Parents/Guardians will be directed to the classroom to request child.
4. Teachers will have a parent sign out their child on a class roster.
5. Non-parents will be directed to the checkout station.
6. Non-parents will be verified on the emergency contact list
  - a. If on the list, they will sign out the student
  - b. A release receipt will be given to the emergency contact
  - c. Emergency contact takes release receipt to the classroom teacher and picks up the child.
7. Students will remain on campus unless a parent or approved emergency contact comes to get them.

**In either scenario, students WILL NOT be released to a person not on the emergency contact list. Emergency contacts should be local and able to retrieve your child should you be unable to get to Blackwell. To check your current Emergency Contacts, login to Parent Access, go to Family Access and scroll down to see the Emergency Contacts listed for your student. You can have up to 5 contacts.**