

STUDENT RELEASE PROTOCOL

Dear Parents:

If a major disaster occurs in the Fremont area during school hours, our biggest problem, other than injuries, will be to control panic. **YOU can make the difference between chaos and safety.** Please be assured that everything possible will be done to care for your child at school. We also ask that you read carefully and keep the following guidelines handy:

WHAT PARENTS SHOULD DO IF A DISASTER OCCURS:

1. **BE CALM**

- DO NOT phone the school. (We recommend you don't use your telephone for anything except to report emergencies - police, fire, ambulance, etc.)
- Care for yourself and your home first.
- Your child will be cared for until you arrive to get him/her.
- Be prepared for after-shocks.

2. **WALK to the school**

- Bring your picture identification.
- If you are close to school, do not drive. We want to be sure to have room for emergency vehicles should they arrive.
- Upon your arrival, look for signs directing you where to go. You should proceed to the **EMERGENCY ENTRANCE** located on Fiesta Rd. near the outdoor picnic tables.

3. **PICKING UP YOUR CHILD:**

- **RELEASE STATION**
 - PLEASE NOTE: Before taking your child, you must present a picture ID-**no exceptions** and sign a release form.
 - Once identified you will be directed to the **Reunion Station**.

NOTE: Any person picking up your child **MUST** be listed on the Disaster Release Form and must present picture ID – **NO EXCEPTIONS!** Please be patient as this may take some time. If children are taken without being signed out, needless worry, time and effort will be spent looking for that child. Please help us in this regard.

- **REUNION STATION**
 - At the Reunion Station you will be reunited with your child.
 - Families will be asked to exit the campus across the primary grass area and out through the gate on Valpey Park Avenue.

4. **STAY AND HELP**

If you find your child is safe and you can stay and help with the class or help where needed, please locate the Volunteer area on the playground and report there. Be sure to let us know if you have any special skills that we can utilize, such as First Aid, CPR Certification or CERT training.