

## **Elementary School Emergency Management Plan Student Accounting and Release Procedures**

Dear Parents,

During school, providing for your child's safety and care is a major responsibility of our staff. Cordova Elementary has a disaster plan. The Principals and staff are prepared to make prompt and responsible decisions in any situation that could threaten the safety of the students. The need to close a school and evacuate the students before the regular closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as a fire, earthquake, or a severe storm. At times, communication and/or transportation may be disrupted. In the event of a major disaster information will be disseminated in a number of ways, including:

- Broadcasts by the local radio and television stations.
- Articles published in the local newspapers and, as possible, posted on the school website.
- Crisis Response Team Parent Coordinators:
  1. Shirley Wayland ----- 299-9319
  2. Jan Vogel ----- 754-6517

### **Cordova Elementary Release Policy**

- No student will be dismissed from school unless a parent (or individual designated on the registration form) comes for him/her.
- No student will be allowed to leave with another person, even a relative or babysitter, unless we have written permission or that particular person is listed on the students Registration Form in our office and is able to show identification.
- All parents or designated persons who come for students must sign out at the office or at the alternate release location which will be established in the upper section of the north parking lot. Signs will be posted if this alternate location is required.

We are prepared to care for your student in emergency situations. If you are not able to reach the school, we will care for your student until you or a designated person arrives. We have a number of staff members with first aid training, and we will be in communication with local emergency services. We do ask for your help in the following ways:

- Do not call the school. It is essential that telephone lines are open for emergency calls.
- Stay tuned to the radio and television for updated developments.
- Avoid traffic congestion at the school by not driving immediately to the school. The school access route and street entrance areas must remain clear for emergency vehicles.

During the school year your child will be trained in the necessary emergency procedures. He/she will learn how to react, where to assemble, and what to expect in an emergency situation. If you have any questions or comments about our emergency preparations, please call the office at 416-1700.

Sincerely yours,  
Tamera Avanzi, Principal