



Sea Isle Elementary School

5250 Sea Isle Road • Memphis, TN 38117
Phone: 901.416.2104 • Fax: 901.416.2109
“Teaching Our Students To Sail By Excelling”
Dr. Renee Meeks, Principal
Mrs. Kristine Sullivan, Asst. Principal

Dear Parents/Guardians,

Providing for your child’s safety when at school in our care is a major responsibility of our staff. Sea Isle Elementary has an emergency/disaster plan. The staff and I 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 regularly scheduled 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 severe storm. At times, communication and/or transportation may be disrupted. In the event of a major disaster, information may be disseminated in a number of ways, including:

- Broadcast by the local radio and television stations
- Published in the local newspapers and, if possible, posted on the school website (<http://www.scsk12.org/schools/seaisle.es/site/index.shtml>) *and/or* the SCS website (www.scsk12.org)

SEA ISLE ELEMENTARY EMERGENCY RELEASE POLICY

- No student will be dismissed from school unless a parent (or individual designated by a parent) 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 student’s Registration or Emergency Medical Release Form in our office.
- Parents/guardians must come in to the main office to update emergency contact/release information when there are changes. We cannot accept request for changes via telephone.
- All parents or designated persons who come for students must sign out at the office or from the alternate release location which will be established in the northeast section of campus in the teacher/staff parking lot. All persons **must** present identification. 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 remain open for contact with emergency service personnel.*
- *Stay tuned to your radio and television for updated information.*
- *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 main office.

Sincerely yours,

Dr. Renee Meeks,
Principal