

DG Parent Emergency Evacuation/Early Dismissal Procedures

As per School District Policy: Admin Procedures Section 100-19

5. Emergent Conditions Which Occur During the School Day

5.1 The Principal will contact the Superintendent or Assistant Superintendent should an emergent condition develop during the school day, and the Principal is concerned about the health or safety of students and staff.

5.2 With the approval of the Superintendent or Assistant Superintendent, the Principal may close the school early in the above circumstance.

5.3 The Principal is responsible for ensuring students are not released early from the school's supervision unless reasonable and age-appropriate provisions are made for their safe return home

AT DEVON GARDENS:

Role of Parents

Parents or their emergency contacts will attend our upper grounds to collect their children in an emergency. Our plan for emergency student release includes that teachers will be the first contact point and best people to track release:

1. Staff and Emergency Services have roles to play to keep your kids safe. Student leaders may support staff in emergency roles. Please do not interfere/interrupt procedures in progress by waving, talking to, or calling children over. Please stay clear of pathways and exits, and off to the field's sides, and off of the concrete. It is unlawful to interfere with emergency workers in conducting their duties.
2. In lockdown or other events we may do this release from the gym or classrooms following the same procedures of who to release to and how to track.
3. **Only Parents or Adults identified as emergency contacts as indicated on Parent Connect can pick up children. **NOTE: Daycare / other adults will not be allowed to remove a child unless their names are indicated in the emergency contacts in Parent Connect.**
4. Photo id must be provided (if a **parent is known** well and recognize by the teacher id can be skipped). Should a name not be on a teacher list, it is possible Command may have more updated info (for late Parent Connect updaters) and issue a slip indicating permission to release a student. Please then follow tracking procedures below:
5. Parents will be directed to line up at the head of division line to sign out with teacher.
6. A student is marked as released on a class list and to whom. Staff will call the student forward, collect their name tag, and release them with the parent/emergency contact.
7. All Questions / Concerns should be forwarded to our central Command tent. This includes those not listed as emergency contacts. Staff must focus on care of children.

Remaining students will be provided supervision and care until picked up by parents/emergency contacts (or escorted to centralized emergency operation centers).