

## Parent/Student Reunion Emergency Information

Back to school brings a mound of paperwork to be filled out and part of that includes Emergency Contact/Release information. However, many parents are unaware of the critical role the emergency information they provide for their child(ren) can play in an emergency situation.

The Lake Washington School District has an *All Hazard Plan* that each school adapts for their use. This plan entails evacuation routes, staff responsibilities, meeting and assembling locations, and a plan for reuniting students with parents, among many other aspects. In the event of an emergency, student safety becomes the school's paramount duty and Eastlake may implement the Parent/Student Reunion Procedures from the plan. Although these regulations may seem cumbersome, the school needs to remain accountable for all students.

Listed below is some important information that you should know about the Parent/Student Reunion procedure. It includes how the Emergency Contact/Release information is used during an emergency. Please review the process and make sure that anyone authorized to pick up your child(ren) is familiar with it as well.

### **Parent/Student Reunion Procedure:**

- **All students must be signed out.**

In the event of a school closure or other emergency, students will **not** be allowed to leave the campus in their own car or on foot without a parent/guardian or adult specifically listed on the student's Emergency Notification Card signing for their release. This applies to **all** students regardless of their age. The Emergency Contact/Release information that you provided will be used to determine who is authorized to pick up your children in case you are unable to. Anyone listed under Emergency Contacts will be allowed to pick up your child(ren) whether or not you have been contacted.

- **Bring picture ID.**

Anyone picking up children, including the parents/guardians, will be required to show picture ID. This is a necessary safety precaution.

- **Upon arrival on campus, the authorized adult will proceed through three stations:**

Station 1--The authorized adult will check in and show ID. They will fill out a Student Release Form. This will be checked against the student's Emergency Contact Card to verify authorization to pick up the student.

Station 2--The student will be brought to the authorized adult.

Station 3--The authorized adult will have their ID checked again and then sign the Student Release form.

And a few general reminders:

- If an emergency should occur, please do not try to call the school. The telephone lines (if working) will need to be kept clear for communication with the school district and emergency services.
- Do not come to the school for at least one hour after a disaster. It will take time to take attendance of all students and set up the Student Release Stations.
- When you come to pick up your child(ren) during an emergency, please try to maintain a calm and positive attitude.
- It is important to keep all emergency information up to date. **If any information changes during the year, please notify the school office.**