

# WMS Student Release After an Emergency

Dear Parents/Guardians:

To enhance our students' safety and wellbeing, we are expanding our school's efforts to prepare for an emergency. It is important that you become familiar with the school's emergency procedures and what you should do in the event of an emergency at the school. We encourage you to discuss how you expect your child to behave and respond during an emergency or disaster situation.

The school is prepared to care for your child in the event of an emergency until you or an authorized alternate can pick him or her up. To make your child as comfortable and safe as possible until you arrive, we ask for your help in the following areas.

- Complete and return the attached forms:
  1. Student Emergency Information & Consent Form, and
  2. Authorized Pick-Up Form. (Authorized persons as listed must be 19+ years old.)
- **Do not phone the school following a disaster.** Lines must be kept open for outgoing emergency calls.
- Please **do not drive to the school.** Streets and access to the school must remain clear for emergency vehicles. Park as close as you safely can and walk to the school.
- Listen and watch for updates. Both the school and District will use a variety of communication tools including email, traditional and social media to alert parents of the current situation and next steps.
- As soon as school officials indicate it is safe to pick up your child, you or your alternate guardian should travel to the school or identified student parent reunification site to reunite with your child.
- No student will be released from the school unless a previously authorized parent/guardian or alternate comes for the student.
- All parents/alternates who come to pick up children must sign the students out at a designated student release area.
- Please familiarize yourself with the school's emergency preparedness plans and procedures available on the school's website.
- Prepare your child's comfort kit which will be kept in our school's Emergency Bin.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. The information on the two attached forms will be used only in case of emergency or disaster. This information is kept strictly confidential at the school unless it is necessary to share the information in the event your child's health and/or safety is at risk.

Please return the attached forms by: \_\_\_\_\_

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your child and contributes to the safety and wellbeing of your child in an emergency.

Thank you,

Emergency Management Planning Committee