

**Mount Garfield Middle School
Parent Response to a School Emergency**

One area that contributes to the successful handling of an emergency is appropriate and safe **parent response**. Your child's safety is our first priority. We regularly revise our emergency plans using recommendations of those who have had first-hand experience.

In order to promote the safety of all people directly involved in a dangerous situation at a school site, **the following are recommended actions parents can take when an emergency arises at Mount Garfield Middle School:**

1. Do NOT call the school. Do NOT go to the school or enter the school building.
2. Do NOT call your student on his/her cell phone. Students with cell phones will be instructed to use them only when an adult is present to monitor the call for accurate information.
3. Please listen to the radio. The school district will provide pertinent information to the local stations.
4. Honor the perimeter that is established by law enforcement.
5. Keep access to the school clear for emergency vehicles.
6. When we evacuate to an alternate site (Palisade Church of the Nazarene or Clifton Elementary School) go to that site to be reunited with your child.

When law enforcement determines that the emergency is over, students will be released to parents using the following procedures:

At Mount Garfield Middle School

When a situation occurs before the end of the school day:

- Each set of gym doors will be designated a grade level parent request area: north doors 6th grade; east doors 8th grade; south doors 7th grade.
- A family member/designated release person will complete the Student Emergency Release Form.
- Runners will retrieve students and escort them to the pick-up areas:
 - 6th grade - main doors
 - 7th grade - cafeteria doors
 - 8th grade – east gym doors

Alternate Plan: If the gym area is inaccessible, parents will request students at the following doors:

- 6th grade south outside library door ... pick up at west end doors
- 7th grade north entry doors ... pick up same doors
- 8th grade west end entry doors ... pick up at same doors

When an emergency situation occurs at the end of the day when the buses are present:

- Students will be escorted outside the grade level entry doors, one grade level at a time. Parents will be directed to the student's pick up door to intercept their student before he/she boards the bus.

At the alternative site (Palisade Church of the Nazarene or Clifton Elementary School)

- A family member/designated release person will go to the door indicating the grade level needed (at Clifton Elementary School, directions will be posted at the main entrance).
- The Student Emergency Release Form will be completed.
- A runner will retrieve the student and escort him/her to the pickup area for release.