

## **KULSHAN MIDDLE SCHOOL PARENTS' GUIDE TO EMERGENCY MIDDLE SCHOOL EVACUATION**

**In the event that the school is closed prematurely (at the discretion of the Superintendent), due to an emergency such as a large fire, earthquake, power failure, chemical spill, etc., parents must be aware that the following procedures will be followed for the safety of all:**

1. Students will not be released from school unless a parent (or authorized adult designated by the parent or listed on the student's emergency contacts list) comes for that student.
2. Students will not be bussed home from school, unless it has been established that the parent or a responsible adult is at home to receive the student.
3. A student will not be allowed to leave with another person (even a babysitter, relative, or neighbor) unless the school has written permission on file, or that person is listed on the student's emergency record in the school files. Because of this, it is imperative that your child's records are up-to-date. Please take time to ensure that they are.
4. All parents or authorized adults who come to the school for their children must sign them out at the Student Release Center, at the gate off of Cascade Road, just south of Kulshan Middle School on Kenoyer Drive.
5. Parents or authorized adults must bring picture I.D. and be prepared to show it. This may seem like a nuisance, but it is important for your child's safety. Please stay calm and cooperative for the protection of all staff and students on site.
6. The school is prepared to care for your children in the event that you cannot be notified or are unable to respond to the school. We have several staff members trained to administer first-aid and have set up an infrastructure to deal with emergencies. If necessary, we will set up temporary shelter or relocate the students to an off site facility. **Currently, our off site facility is the First Church of Christ Scientist at 2700 Lakeway Drive.** If relocation is necessary, this information will be conveyed to the radio stations (KGMI and KAFE).
7. Do not phone the school (including teachers, secretaries, principal, or staff members). The school must have all telephone lines open for out-going emergency calls.
8. Do not block Kenoyer or the driveway to the school. This is the only road accessible for emergency vehicles. If you normally drive to the school, please park away from the school grounds and walk in. If you live within walking distance, leave your car at home.
9. Do not interfere with the staff. Each teacher or staff member has been assigned an Incident Command role, and is responsible to carrying out his/her emergency duties. In some cases, your child's teacher may have much larger responsibilities than monitoring his/her classroom. (If this is the case, other staff members are assigned to assume the roles of these teachers.)