EMERGENCY ACTION   STUDENT RELEASE

Certain situations may involve releasing students from school or relocating them at a time when parents expect their children to be at the school site. Student release will be implemented by the Superintendent in times of extreme emergency that warrant its execution.   Whenever possible, it is preferred that students remain at school during the academic day.

FOUR STEPS FOR STAFF	FOUR STEPS FOR PARENTS
1. At REQUEST TABLE, verify parent ID and authorization.	1. Fill out Student Request Form.
2. Direct parent to RELEASE TABLE; radio or send runner for student.	2. Show photo ID at REQUEST TABLE.
3. At RELEASE TABLE, verify Student Request Form is signed	3. Move to RELEASE TABLE to wait for student.
4. Release student to custody of authorized adult.	4. Leave campus immediately after student is released to your custody.

SUPERINTENDENT/INCIDENT COMMANDER (PRINCIPAL/SITE ADMINISTRATOR) ACTIONS:

❑ Direct set up Incident Command Post (ICP).
❑ Notify staff of school evacuation and communicate that this is not a drill.
❑ Designate the Student Assembly Area or direct teachers to a pre-designated spot. Analyze situation; re-evaluate evacuation spot to determine if students should be moved.
❑ Determine medical and assistance needs after population assessment. Determine search and rescue needs.
❑ Reassess as situation changes. Reassign emergency teams as needed.
❑ Keep staff informed as to status of missing students.

TEACHER and STAFF ACTIONS:

❑ Evacuate students to designated area, with students grouped as determined by district or school site.
❑ Take roll by distributing pre-labeled nametags to each student. CONTINUED ON NEXT PAGE.

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TEACHER/STAFF ACTIONS CONTINUED

❑ Report population assessment to Incident Commander by holding up green or red card. Mark undistributed nametags with student status beside name:
> *A = Absent*
> *M = Medical; students taken to the First Aid station*
> *U = Missing/Unaccounted*

❑ Send undistributed nametags to the Student Request Table.
❑ Organize students. Monitor students' medical and emotional condition.
❑ Extra staff should partner for other assigned duties; report to Command Post.

TEAM ASSIGNMENTS
STUDENT RELEASE TEAM

❑ Take supplies to designated Request/Release Table locations.
❑ Set out tables at least 20 feet apart to reduce crowding. For large student body, establish several lines at the Request Table for speedier processing.
❑ Post signs and set out file boxes of Student Emergency Cards for each line. Identify volunteer runners and review where to find students.
❑ Wear identifying vests or hats.
❑ Distribute clipboards with Student Request Forms to parents in line.
❑ Set out white board for special instructions and parent requests.
❑ Pull cards of absent, injured and missing students. Note status on those cards and file at back of file box.

TRAFFIC CONTROLLER (Staff members and/or parent volunteers):

❑ Set out parking area directional signs and enlarged site map with walking path designated for parents picking up students.
❑ Set out traffic cones to cordon off parking for emergency vehicles.
❑ Maintain order in parking areas; direct cars away from areas for emergency vehicles.
❑ Report to Incident Command Post any crowd control issues in parking lot and on school grounds.
❑ For schools with no room for parent parking and turnaround, develop a procedure that enables students to be released directly to the authorized adult's vehicle.

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PARENT INFORMATION REPRESENTATIVE (Staff or trained volunteer):

- Provide information about student release procedures to parents.
- Maintain white board with special information.
- Learn which students need medical attention and attempt to locate their parents.

CRISIS INTERVENTION COUNSELOR (Health practitioner)

- Maintain order at Student Request Table; calm agitated parents and students.
- Facilitate delivery of information to parents of students with special circumstances (e.g. missing, injured, deceased).
- Escort parents to First Aid Station to reunite with injured students.

RUNNERS (Staff, students and/or parent volunteers - number depends on size of campus)

- Take Student Request Form to Student Assembly Area to find requested student. Alternately, a walkie-talkie may be used to request a student from the Assembly Area.

- Retrieve student and escort him/her to Student Release Table -OR- return to Student Request Table with status information on those who are not in the Student Assembly Area.

STUDENT RELEASE