

**THOMAS JEFFERSON ELEMENTARY SCHOOL
EMERGENCY & DISASTER PREPAREDNESS PLAN
2019-2020**

The goal of the Thomas Jefferson Emergency & Disaster Preparedness Plan is the protection of students and employees during an emergency. The plan identifies members of the school's emergency teams and outlines each member's responsibilities. The Plan is updated and revised annually. All students and staff participate in monthly drills where the procedures are practiced and revised as necessary. The following **Student Release Procedures** are established at Jefferson Elementary in accordance with Glendale Unified School District Board Policies and Administrative Regulations.

In the event of an emergency, every attempt will be made to provide families with timely information on the safety and status of the students. All parents/guardians are asked to:

1. DO NOT CALL THE SCHOOL OFFICE.
2. Tune in to radio station KRLA (AM 870) for emergency information.
3. **Follow Student Release Procedures. Parents will NOT be allowed to enter the campus unless determined by the Command Center.**

Basic Procedures Following an Emergency Incident

1. If and when it is safe following an emergency incident; students and staff evacuate to the playground.
2. Teachers take roll and report to the school Incident Command Center the names of missing &/or injured students.
3. School emergency response teams report to their pre-determined stations.
4. Staff members remain on duty until every child has been reunited with his/her family.

Student Release Procedures

In an emergency, all students will be released at the **Justin Avenue gate**. Parents will be notified if it is necessary to change the location of the release gate.

- ✓ Students will always remain with their classes at their designated line-up location.
- ✓ Parents/guardians will report to the Justin Avenue gate **with a picture ID** to request their child. Students may only be released directly to their parents or other designated adult in accordance to the child's emergency card. It is critical that the child's emergency card is kept current at all times by the parent/guardian. Parents/guardians must notify the school immediately if there is a change to the address or phone numbers.
- ✓ Members of the Release Request/Reunion Team complete the Student Request Card (name, grade level, teacher, requesting adult's name) based on the parent/guardian request.
- ✓ Student-runners take the cards to the Student Supervision Team Leaders and staff members.
- ✓ The student is located and sent to the Request/Reunion gate on Justin Avenue. Student carries the Request Card with him/her.
- ✓ Members of the Release Request/Reunion Team verify the name and information. Students' Emergency ID tag is removed and signed by the requesting adult.
- ✓ Student is reunited with the requesting adult.
- ✓ Parents are NOT allowed to enter the campus, unless determined by the Command Center.

Emergency Evacuation Off-Campus

If necessary, per Glendale Police and/or Fire Department and GUSD two to three off-campus locations are identified for students and staff to use for evacuation and for student release. Depending on the nature of the emergency, we may be directed to evacuate to Smart & Final Parking Lot or as far away as Brand Park. Parents will be notified of the appropriate evacuation site by emergency phone calls. Student Release Procedures will be followed at all evacuation sites.