

EMERGENCY DISMISSAL FORM

MUST BE RETURNED THE FIRST WEEK OF SCHOOL

CHILD'S NAME _____

TEACHER'S NAME _____

Every family is required to have a plan for their elementary child in the event of an unexpected dismissal and/or immediate evacuation of our building. Families must work out a plan for your child. **Your plan must be based on the assumption that we will be unable to contact you.**

Families living outside of our district and busing routes **must** have a *designated drop off place within the district* for their children.

Some ideas to consider:

- 1.) See if your child can accompany a classmate home and have his/her parents contact you.
- 2.) Check with a neighbor who is generally at home to see if your child can be dropped off at their home in case of an emergency.

Having a pre-determined plan for your child makes them more at ease in an emergency situation. The safety and well being of children is always our primary focus. Your cooperation enables us to get all students to a safe and appropriate place in the rare event of an unexpected dismissal.

In the event of an Emergency/Early Dismissal, my child is to:

Ride the bus to _____

Get a ride from _____

Walk to _____

Parent/Guardian Signature

Date

Vanderbilt Area School

Emergency School Closing Procedures

Dear Parent:

During each school year, the school may have to close during the day. The reasons for closing are usually related to severe weather conditions, which appear to be worsening through the day. The decision to close usually occurs before noon.

Other conditions that necessitate school to be closed include loss of electrical power, loss of water, damage due to wind, storms, fire, or other circumstances. **The school district is obligated to send children home because of potential health or injury factors at the school building. This is required by various agencies related to health, welfare, safety, and/or fire.**

In the event school is closed, the following procedures are in place:

1. Each parent should tell their child of a “Safe place” where their child should go in the event the school is closed early.
2. Each parent should complete the Annual Record Update form, which includes an emergency contact person and phone. These people may or may not be the “safe place” person.
3. If the school is closed we notify the following:
 - TV Stations: 7&4, 9&10, 29&8, Fox 33
 - Radio Stations: 106.7 FM; 105.9 FM; 105.1 FM; 103.5 FM; 102.9 FM; 101.5 FM; 93.5 FM
4. Busing-your child will not be permitted to a different drop off location other than the one already in place unless established on the Emergency Dismissal Form.
5. Car pooling-at the time of closing, if you pick up your child and wish to drive other children to their “safe place,” you will have to either be listed as the emergency contact person on the Annual Record Update form or have prearranged permission from the parent/guardian.

Our main concern during these emergency closings is the safety of the students. I am sure if we all stay calm, patient and cooperative we will maintain the safest environment for our students

Sincerely,

Michelle Kihn