



Letter to Parents of Elementary School Students

Dear Parents:

To enhance our students' safety and well-being, we are expanding our school's efforts to prepare for an emergency.

The school is prepared to care for your children in the event of a critical situation, or if parents/alternates are unable to reach the school. However, we ask for your help in the following areas:

- Complete and return the attached forms (*Student Emergency Identification Form, Student Release Form*).
- Please **do not phone the school following a disaster**. We must keep the lines open for outgoing emergency calls.
- Turn on your battery-operated radio or car radio to any available station for emergency information and directions.
- As soon as it is safe to travel, we request that parents or alternates travel to school to retrieve their children, if possible.
- **No student will be released from the school unless a previously authorized parent/guardian or alternate (as identified on the *Student Emergency Identification Form* and *Student Release Form*) comes for the student.**
- Ensure you have permission from the alternates and that they are aware of the school's emergency policies and procedures.
- All parents/alternates who come to pick up children must sign the students out at a designated student release area.
- Please familiarize yourself with the school's emergency preparedness plans and procedures.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. The information on the two attached forms will be used **only in case of emergency or disaster**. This information is kept confidential at the school.

Please return all forms by: _____ (Date)