

## Title: Procedure for Emergency Dismissal of School

### Control Information

Control Item	Details
Owner/Curator	Jen Renee
Document #	PolicyS00013
Supersedes	None
File Location	www.muddycreekcharterschool.org
Board Approval Date	6/24/09
Consult and Notify	ICP, ED, All Staff

### Revision History

Revision	Date	Revision Description	Originator
A	6/24/09	Initial Release	Jen Renee
B	7/17/14	Revise number and format, corrections	Melissa Harris

## Procedure for Emergency Dismissal of School

### 1.1. Objective:

The objective of this policy is the following:

1. Define attendance and pick up plans tracking procedure to be executed in case of an emergency.
2. Define the procedure when an emergency forces the school to dismiss early.

### 1.2. Attendance and transportation tracking:

Tracking the emergency contacts and the pick-up of each student can be confusing in an emergency. Safe guarding the students is of primary importance.

1. An Authorized Pick-Up List and an emergency contact list will be maintained for each student and compiled as a list by class and provided to each classroom teacher.
2. Updated list will be provided to people making phone calls, dismissing students and teachers.
3. During an emergency dismissal, administrative staff will print the day's attendance and note any student absences to relevant staff supervising dismissal or making phone calls.
4. Administrative staff will ensure teachers and other staff dismissing students are aware of restraining orders and other pick up restrictions.

### 1.3. Procedure during the emergency:

1. Due to the limited phone lines, cell phones may be accessed to make phone calls to parents, leaving school lines available to receive incoming calls.
2. Phone calls needs to be brief.
3. Staff contacting parents or emergency contacts must note the time contact was made and their initial so that it is documented which staff made the contact.
4. A parent/guardian must be contacted in the event of an emergency dismissal.
5. If a parent/guardian cannot be reached for a given student, one person listed as an emergency contact must be contacted.
6. Each student picked up must be marked and the person picking up must be noted and the time of pick up must be noted. Use daily Authorized Pick-Up List.