

# Castaic Elementary School's Emergency Preparedness Plan

## ***Parent's Guide – Lockdown and Fire Procedures***

### Dismissal Guidelines in the event of a lockdown (due to a prison break):

1. **DON'T PANIC – STAY CALM!**
2. In a "modified" lockdown (meaning no immediate danger or threat), no student will be allowed to walk home. Students will be dismissed in two possible ways:
  - Drive-thru line.
  - *Indoor Dismissal Procedures* from the MPR
3. **Drive-thru line:** Students will be allowed to leave with a parent or car-pool as usual. Extra staff will be available to supervise.
4. **Indoor Dismissal Procedures from MPR:** Parents should proceed to the side MPR door. Identification will be required for child's release. **Students will only be released to those listed as emergency contacts on student's emergency card.**

*\*\*In the event of an active shooter situation or imminent threat, students will remain in their locked classrooms and no student will be released from school until law enforcement arrives and gives the "all-clear".*

### Dismissal Guidelines in case of a fire (structural or hillside):

1. **Structural fire:** Students will be instructed to evacuate the buildings and report to the playground assembly area. Depending on the fire's location and proximity, students will follow the instructions of the administration. Students will not be released to his/her parents until everyone is safe and accounted for. We will follow the school's Outdoor Dismissal Procedures.
2. **Hillside fire:** Students will evacuate to the MPR. Students will be released from the MPR (see above) once given the "all-clear" from the fire department or the fire doesn't present an imminent danger.

*\*\* Make sure you have included **ANY** and **ALL** names of people who can check out your child on your emergency contact list. Make sure you have a PLAN and share that plan with your contacts **AND** your children.*

*\*\*This plan is subject to change.*