



Chaparral Middle School Emergency Preparedness – Student Pick-up Protocol

Dear Cougar parents,

Please familiarize yourself with the safety protocols in place at Chaparral Middle School in case of emergency, and the role that you can play to help ensure the safety of all our students.

In the event of a fire or an earthquake (after the shaking has stopped):

1. Teachers move their students to designated locations in the upper and lower fields.
2. The office staff comprise the Student Release Team that bring the emergency cards for all students outside.
3. After taking attendance, teachers either:
 - a. Report to their emergency-response team – First-Aid Team, Search & Rescue Team, & Campus Security Team, or
 - b. Collect the attendance for their assigned partner teacher and supervise their students.
4. The Utilities Maintenance Team ensures that utility valves are shut off if needed.
5. The emergency-response teams implement their protocols.
6. The attendance sheets are collected at the Command Post and information regarding missing / injured students is recorded and communicated to all teams.
7. Parents /Guardians report to the Student Release Team (located in front of the main office) to check-out their students. Parents should not access any other parts of campus to ensure their safety and that of others. The Campus Security Team locks the front/ side gates and monitors the front of the school to maintain order.
8. The Student Release Team communicates requests for student pick-up to the appropriate teacher. Only the Student Release Team is authorized to release students to parents/guardians.

Students will be stationed at Chaparral Middle School for as long as it is safe, unless instructed differently by the district or local authorities. Depending on the nature, extent and duration of the emergency, site decisions will be made, in conjunction with the district and local authorities if students need to be relocated.

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