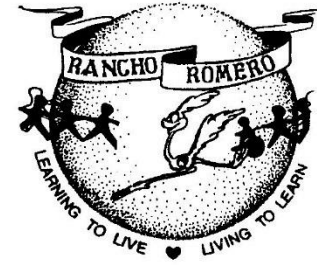




**RANCHO ROMERO SCHOOL**  
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## **2019-2020 RANCHO ROMERO EMERGENCY REUNIFICATION PLAN**

In the event that students have been evacuated out of buildings and are unable to return, students will be released to parents in the order they arrive. Parents should plan to wait in a single file line at the school gate. The Student Release Team will greet parents at the gate. We recognize that this type of event might be stressful for both students and parents but we ask that parents remain calm and wait patiently in the line. The Student Release Team will not have information on the status of individual students but will verify that parent information is correct and will communicate to the Student Supervision Team when students are cleared to be picked up. A member of the Student Supervision Team will then send the student(s) to the reunification gate. In the event that the student was not in the Student Supervision area an administrator and/or law enforcement officer would meet the parent to update them on the status and location of the student. Parents should note that students will only be released to adults that are listed on the students' emergency identification tags. When releasing students, the Student Release Team will strictly adhere to the parents' emergency release selections. Student emergency identification tags are filled out by parents each year at Back to School Night. Parents are encouraged to review the following reunification procedures:

### **RANCHO ROMERO REUNIFICATION PROCEDURES**

In case of a school-wide disaster, please note the following:

- The District office will send some or all of the following communications. **Email will be the primary mode of communication in any disaster event.**
  - Site wide email to parents
  - Text notification that an important email has been sent
  - District wide community notifications
  - Social Media
  - Updates throughout the day as needed
- Given that in an actual emergency (earthquake, fire, power failure, freeway disaster, flood), phone lines may not be operable, please plan on using the following pick-up procedures:
  - Proceed to the main entrance gate.
  - Staff will check ID and ask which student(s) you are picking up. Please have a list ready if you are picking up multiple children other than your own.

- Student(s) will be brought to you. Staff will confirm that each student’s emergency release tag allows them to leave with you.

**Name:** \_\_\_\_\_  
Please print Last Name, First Name

**RANCHO ROMERO ELEMENTARY SCHOOL  
 EMERGENCY IDENTIFICATION TAG**

HOME Phone \_\_\_\_\_  
 MOM Cell Phone \_\_\_\_\_  
 DAD Cell Phone \_\_\_\_\_  
 EMERGENCY MEDICAL INFORMATION: \_\_\_\_\_  
 \_\_\_\_\_

(It is the parent's responsibility to see that 3 days of medication is stored and current at school.)

**FOR SCHOOL WIDE EMERGENCY RELEASE ONLY**  
*Please check the appropriate box:*

Student to be released to any adult with whom child is comfortable leaving  
 Student to be released to PARENT only  
 Student to be released to MOM only  
 Student to be released to DAD only  
 Student to be released to persons LISTED ON BACK ONLY

Parent Signature \_\_\_\_\_  
 Date \_\_\_\_\_

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STUDENT RELEASED TO \_\_\_\_\_  
 DATE \_\_\_\_\_ TIME \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 WHERE WILL STUDENT BE TAKEN? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- You will be asked to fill out the lower portion of each student’s emergency release tag. Staff will remove the lower portion of the card before releasing the student(s) to you:

STUDENT RELEASED TO \_\_\_\_\_  
 DATE \_\_\_\_\_ TIME \_\_\_\_\_ CELL PHONE \_\_\_\_\_  
 WHERE WILL STUDENT BE TAKEN? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- We recognize that this type of event might be stressful for both students and parents and we ask that parents remain calm and follow these procedures for your child’s safety. No exceptions will be made.
- Parents should be prepared to walk to school to pick up their children in the event of an emergency. The Sheriff and Highway Patrol will most likely block access to Hemme Avenue to emergency vehicles only.
- The school has supplies of emergency water and first aid on campus.
- It may become necessary to relocate our students due to an emergency. In such an event, the school district will provide buses and you will be notified of the students’ location. The default location is Creekside Community Church at 1350 Danville Blvd., Alamo, CA 94507. (925)820-9031.
- Please help maintain a safe environment for your children by remaining calm and assisting the staff in any way necessary.