

OLGC Safety Release Drill Procedures & Protocols

This will follow once a fire or earthquake drill procedures are completed. The Principal will call for an Emergency Release, teachers and students will move behind the front gravel field gates or Don Bosco Youth center depending on the weather conditions. Students will then leave their classroom teacher and go to the marked family grouping (this grouping is done by family name).

- * Principal will call out the classroom order using the megaphone for classes to proceed into Family Groups.
- * Movement to this location will happen in the following order:

- 7,6,5,4,3,2,1,K

Once all children have dispersed to their family groupings, allocated Family Group teachers will take attendance; do not take attendance until every class has proceeded behind the front gravel field gates or DBYC. Highlight the name of students who are missing/not present. Once the attendance has been taken send a student runner to the principal with the attendance.

Once the principal has all attendance forms the student release will begin.

Family groupings proceed to the exit table where students remove their I.D. tags and place them into their grade basket. Then, they leave with their parents. There will be a supervisor teacher here.

As parents arrive, they are to go to their designated line as per their family name. * If parents are picking up children from a different grouping than their own, i.e. last name, they will have to line up again in the other marked line up.

Please Note: If release table personnel do not recognize the person who is requesting a child(ren), they are to ask for picture I.D. If other arrangements have been made for other people other than the parents or release alternatives to pick up a child(ren), those instructions will be stapled to the back of the emergency release form. Parent/Release Alternative will sign the "sign-out" sheet next to their name for each child they are picking up.

All personnel are to stay at release center until all students have been picked up. Some staff may be asked to start dismantling Release Station and put materials away.

Please Note: in a real emergency, staff will have to stay for quite some time.