

**EMERGENCY**

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## CANALTA EMERGENCY PREPAREDNESS

1. **STUDENT / PARENT REUNIFICATION** – Steps we take to connect parents with children if there is a school emergency.

Double Gate System:

- Parents/ Guardians report to the “**Adult Report Point**” at the school or identified location.
- Arriving parents/guardians are greeted by 2 or more staff representatives at the south gym doors of Canalta or other identified doors at a secondary location.
- Parents/guardians on the contact list are asked to produce ID and sign the “*Student Release Form*”
- Parents/guardians are asked to step across to the “**Student Release Point**” (second set of gym doors – North)
- A runner delivers the completed form to the **Student Holding Area**. The team at the Holding Area checks off the “*Sent with Runner*” entry in the third section of the **Student Release Form**.
- The runner delivers the student to the **Student Release Point** and the parents/guardians sign for the student.
- **In case of emergency, these steps need to be followed for the reunification of students with parents.**

