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CANALTA EMERGENCY PREPAREDNESS

STUDENT / PARENT REUNIFICATION – Steps we take at Canalta to connect parents with children if there is a school emergency and all students need to be picked up or evacuation.

Double Gate System:

- Parents/ Guardians report to the **“Adult Report Here Point”** at the school main doors by the flags or identified location if we are at a different location.
- Arriving parents/guardians are greeted by 2 or more staff representatives at the main school doors of Canalta (by the flags) or other identified doors at a secondary location.
- **All Parents/guardians on the contact list must picking up their own children and must produce Identification and sign the “Student Release Form”**
- **If someone other than the parent is picking up a student, verification must be completed before the student is released.**
- Parents/guardians are asked to step across to the **“Student Release Point”** (main foyer in main entrance)
- A runner delivers the completed form to the **Student Holding Area** (classroom or other identified space). The team at the Holding Area checks off the “Sent with Runner” entry in the third section of the **Student Release Form**. Teachers record on class lists who the student was release to.

- 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.

Once all students have been accounted for and reunited with parents, staff will receive instructions for signing out.