

# A Parent's Guide to Emergency Evacuation



**The Richland School District, in conjunction with the police and fire departments of Richland and West Richland, has developed a plan to reunite students with their families in the event of an emergency or disaster occurring in our area.**

**In the history of the district, no evacuations of this scope have occurred. However, for the safety of our students, we are prepared to initiate this plan in an emergency situation.**

## Emergency Protocol

In the event a local emergency or disaster situation occurs while school is in session, please help us care for all students:

- Remain calm.
- **DO NOT** call the school. It is important to keep home and school lines open.
- Listen to local radio and TV stations:  
Radio Stations:
  - KONA 105.3 FM or 610 AMTV Stations:
  - KNDU
  - KVEW
  - KEPR
- Check the RSD website at [www.rsd.edu](http://www.rsd.edu).
- Look for a call from the RSD School Messenger system.
- Follow the broadcasted pick-up procedures.

## Reunification Procedures

If students must be relocated to another site:

1. Listen to the TV and radio stations for the designated receiving site(s).
2. Park only in designated areas.
3. Enter the building through the primary entrance—posted signs will direct you.
4. Check in with school officials—you must provide photo ID.
5. Complete the student release form.
6. A staff member will unite you with your child(ren).
7. Promptly leave school grounds to expedite the dismissal of all students.

## Receiving Sites

Students may be bused to one of the locations below. Listen to the TV/radio stations for the designated receiving site(s).

**Enterprise M.S.  
5200 Paradise  
West Richland**

**Hanford High  
450 Hanford Street  
Richland**

**Richland High  
930 Long Avenue  
Richland**

## Evacuation Plan

1. Know your child(ren)'s teacher's name(s).
2. Bring a photo ID.
3. In case you are not available to pick up your child, share this plan with other individuals listed on your child(ren)'s emergency card.

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

**For their safety, please understand that no child will be released without proper identification and authorization.**

**The success of the plan depends on your cooperation. Please take a moment to familiarize yourself with this emergency plan.**

**Thank you for your continued support and involvement in our schools.**