

## Parents:

**In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis.** This will allow emergency responders and school officials to assess the situation and activate the school's crisis plan. During a lock down, **no one** except emergency responders will be allowed to enter or leave the building! Wait for notification of how and when to respond. This notification will come via the FSSD web site, ConnectEd, eAlerts, local radio, TV stations, or other media. Do not park in the main access area to the school or fire lanes.

- **Have your identification ready to show a staff member – we will not release a student to anyone without proper identification. Students will not be released to anyone not named on the release form.**
- Please follow staff instructions and written signs as you move through the Parent/Child Reunification process.
- Cooperate with emergency and school officials.

## STUDENT RELEASE INFORMATION FOR PARENTS

If parents wish to authorize additional individuals or daycare centers to pick up a child in the event of emergency, **please be sure to have an updated Authorization of Release Form** at the child's school office. Students will ***not*** be released to friends, neighbors, siblings, etc., unless they are listed on the Student Information Form.

**For security reasons, no phoned in release authorizations will be accepted.**

- Arriving parents will be instructed to enter the designated area. Students will be escorted by a staff member to the designated area to meet their parents.
- Your name (or designee) **MUST** be on a student's Student Information Form.
- Have **at least** two alternates named on the Authorization to Release Form to pick up your child in case you are unavailable. **If you are unsure about these forms or wish to update then, call your child's school office.**