



# PENINSULA SCHOOL

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Wednesday, September 26<sup>th</sup>, 2018

Dear Peninsula Families,

We are seeking volunteers to participate in an emergency response drill to examine our procedures for reuniting students with parents and guardians in the unlikely case of an emergency evacuation and early release. Your participation will help us prepare for such an emergency.

Just like the fire and lock-down drills that we do, we hope that we never have to test our reunification processes in a real emergency. However, by opting your student into this drill we will gain valuable insight into the procedures and will be able to make changes to make the process better, so that if there is a real emergency we will be as prepared as possible.

## **The reunification drill is scheduled for Friday, October 19th @ 1:15 PM**

**ONLY students whose parent or guardian has completed and returned  
the opt-in form will participate.**

All other students will stay in class and leave at the end of the day (2:15pm), as normal.

### **IMPORTANT DETAILS:**

Our registration forms have three options of what to do in case of an emergency early release, however for this drill, students will need to be picked up by a parent, guardian or other emergency contact.

During this event, students whose parents have opted-in to the drill, will be evacuated from the school around 1:10 pm and then reunited with their family or emergency contact. They will need to be picked up from school between 1:15 and 1:30pm.

Please know that during this drill, it could take up to one hour to complete the pick up process; therefore, adults participating in the drill will need to be available from 1:15-2:15 pm for pick up and will need to bring a photo ID.

### **HOW TO PICK UP FOR THE DRILL:**

1. A parent, guardian, or emergency contact will meet at the designated Check-In station, in the parking lot at the south end of the school. Once the person requesting to pick up the student has checked in, they will receive a card to give to a runner (at the gate).
  - a. Students will not be released to anyone not listed on the emergency contact list. Please make sure that the list is up to date.
  - b. Photo ID is required.
2. A runner will then go get the student. Persons picking up should wait in the designated waiting area.
3. Students will be brought to the waiting area.

# Peninsula School

## REUNIFICATION DRILL OPT-IN

Drill Date: Friday, October 19<sup>th</sup>, 2018 @ 1:15 pm

(please *clearly* print the following information)

Student's Name: \_\_\_\_\_

Student's Teacher: \_\_\_\_\_

Parent / Guardian's Name: \_\_\_\_\_

By signing this form I am opting for my student to participate in the school reunification drill on October 19<sup>th</sup>, 2018. I will make arrangements for myself, another parent or guardian or person from the emergency contacts to pick-up my student between 1:15 and 1:30, but understand that picking up could take up to an hour.

When picking a student up, remember that PHOTO ID WILL BE REQUIRED.

\_\_\_\_\_  
SIGNATURE of Parent or Guardian completing this form

Date Signed: \_\_\_\_\_