

Student Emergency Release Procedures



The following student emergency release procedure is designed to ensure that parents/guardians know where to go to pick up their children in the event of a school-wide emergency or an event that causes students to be released at an unplanned time. The additional benefits of the release program are to lessen the confusion/panic of an unplanned event and to ensure that students are released only to those people who are written on the emergency card.

Saratoga Union School District Policy

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF DISTRICT PERSONNEL:

1. Until regular dismissal time and then released only if it is considered safe, OR
2. Until released to an adult authorized by the parent or legal guardian whose name appears on District records.

Parent Notification of School Emergency:

In the event of a school-wide emergency, the school will send out automated voice, text and email messages through Blackboard Messaging System providing the phones and/or internet are working. The system will only contact the parents/guardians listed in each student's record at the phone number(s) and email addresses provided when you completed your child's InfoSnap update. **It should also be noted that phones may not be answered at the school in the event of an emergency.** Please tune in to the local radio stations on the next page for updated information.

Student Release Procedure:

- Students and teachers are trained to assemble in a specified location after the initial emergency evacuation. No students will be released until after they move to their grade level areas.
- Your student will only be released to the parent/guardian or someone designated by the parent/guardian on the emergency card.
- **Important Note:** During an emergency situation, we will be unable to attempt to contact parents/guardians. This means that the first person who arrives at the school and is listed on the emergency card will be able to sign out and leave with your student. We make a note of who signs a student out and their destination so that a parent/guardian will know how to locate their child.
- When you arrive on campus to pick up your child, follow the protocol and remain calm.

1. Prior to arriving:

- A. Bring I.D. (driver's license or passport). This is critically important to ensure that the students are released only to authorized people.

- B. Know whom you are picking up. Remember that once the child is released to an authorized adult, that adult is now responsible for that child!

2. Arriving at school:

- A. Park in a safe location. Do not block driveways, gates, or parking lot drive-through.
- B. WALK on to the campus. The school will already be following its emergency procedures. Calmly follow the directions of the staff.
- C. You will be directed to your child’s grade level area for checkout. Wait for your turn, then identify yourself and whom you are picking up. Present your **identification** to the staff member who is helping you.
***Remember you must be listed on the emergency card. NO EXCEPTIONS! Parents who have more than one child to check out will have to proceed to each grade level release area.*
- D. This procedure will take time! Do not be in a hurry or panic. The protocol is set up to make sure each child is released to an authorized adult, to account for each child, and to make the atmosphere as calm and non-stressful as possible for both the students (who are waiting) and the parents/guardians (who are checking them out).
- E. After signing out the children, we ask that you leave the campus immediately.

EMERGENCY TELEPHONE NUMBERS

American Red Cross Silicon Valley.....	(877) 727-6771
Emergency Services.....	911
Road Conditions.....	(800) 427-7623
Saratoga Union School District Office.....	(408) 867-3424

Police/Fire Departments

Saratoga Sheriff’s Office (Non-emergency).....	(408) 299-2311
Saratoga Fire Department (Non-emergency).....	(408) 867-9001

Hospitals

El Camino Hospital Los Gatos.....	(408) 866-4030
Good Samaritan.....	(408) 559-2011
Kaiser Permanente Santa Clara.....	(408) 236-6400

Local Area Television Station Local Area Radio Stations

- KCBS – AM 740
- KGO – AM 810
- KTVU-TV Channel 2
- KNTV-TV Channel 11
- KRON-TV Channel 4

Office of Emergency Services of Santa Clara County

<https://www.sccgov.org/sites/oes/Pages/Office-of-Emergency-Services.aspx>