



ESS Emergency Evacuation and Student Release Procedures

In case of Emergency Evacuation due to earthquake, fire, gas leak, flooding, or other reason that would deem the school facility unsafe, please, follow the protocols below. As per our annual practice for evacuation and student release, here are the procedures that you will need to follow:

1. **NO PARKING IN THE SCHOOL COURTYARD. You must find parking away from the school.**
2. Depending on the situation and any damage to the property, the students will assemble in the gym, in the courtyard, in the field behind the church, or the field between the gym and St. Mary's Ukrainian Church on 14th Avenue. Based on an assessment of damage, a decision will be made as to the safest location and the area best suited for assembly.
3. Report to the **Release Station** as soon as you find the ASSEMBLY AREA. The children will already be grouped by grade level in our assembly area; **DO NOT ATTEMPT TO GET YOUR CHILD directly.** Runners will be assigned to do this for you.
4. **You will be asked to show ID.**
5. When it is your turn, your ID will be matched with our records, you will sign-out your child(ren), and a runner will be sent to retrieve your child(ren).
6. **Wait at the Release Station until a runner brings your child/children to you.**
7. Proceed immediately to the **Exit Station** and make sure you submit your Student Release Form (SRF) to the attendant at hand.

School staff have been trained and share the responsibility of remaining with and caring for your children until your arrival. Emergency supplies, food rations, and equipment are on hand in case of emergency.