



Kent Prairie Emergency Procedures

When there is an emergency, we realize that it is the natural tendency to go straight to your child, but please help us by following these procedures:

- Please park on the street. Do not park on campus. Emergency vehicles need access to our building.
- Bring picture ID

The student reunification station will be set up at the gate where the busses exit **after all students are accounted for.**

STEP 1 ID CHECK WITH STAFF AT STUDENT RELEASE TABLE

- Students will only be released to guardians and individuals on the emergency contact list.
- Show picture ID
- Move to the next area of the gate
- A runner will bring your student to the gate

STEP 2 STUDENT PICK UP GATE

- Please wait patiently
- Due to the number of students at the school, student reunification may take some time. **Please be patient and remain calm!**

OUR FIRST GOAL IS TO KEEP STUDENTS SAFE!

Lockdown and Shelter In Place Procedures

- Doors will be locked and a “Lockdown” or “Shelter in Place” sign will be in window of the front door. Police may or may not be present.
 - Shelter In Place means people inside are protected from outside airborne hazards.
- Please return to your vehicle. We cannot release students during a Lockdown or Shelter In Place situation.
- Please do not call the school. Phone lines must remain open for contact with emergency agencies.
- Connect-Ed will notify parents of the situation as time permits.
- If the Lockdown or Shelter In Place lasts for an extended period of time, families may need to go through Steps 1 and 2 procedures to pick up their student.
- If a Lockdown or Shelter In Place occurs during arrival or dismissal times, please follow directions from staff.