

IMPORTANT! URGENT! IMMEDIATE ATTENTION!

July, 2008

Dear Parents:

Attached is the 2008-2009 Ronald McNair Comprehensive Emergency Plan. Fire or loss of power or water during the school day may not be announced in advance over the radio or television giving parents warning of early dismissal. Other circumstances and situations which may arise and impact on the usual school day have been included for your information.

Please review this plan with your child, with instructions as to where to go if school is closed. This plan also explains how unusual circumstances are handled to ensure safety of children and lessen anxiety for all.

Please complete and return the Comprehensive Emergency Plan information sheet at the Open House or with your child on the first day of school.

Your cooperation and assistance are appreciated.

Sincerely yours,

Eileen E. Macfarlane  
Principal

EEM:ssm  
Attachment

COMPREHENSIVE EMERGENCY PLAN  
RONALD MCNAIR ELEMENTARY SCHOOL  
2008-2009

The school emergency plan for Ronald McNair Elementary School is designed to handle three types of emergencies: Emergencies allowing flexible evacuation, such as loss of power, loss of water, etc.; emergencies of an immediate nature, such as a major fire or bomb scare, etc.; and emergencies associated with field trips, such as changing or extreme weather conditions:

**Emergencies Allowing Flexible Evacuation** - Walkers will be dismissed as soon as possible. Bus riders will be dismissed as soon as buses are available. In the event of extreme weather conditions the front school parking lot will be accessible at dismissal time.

**Emergencies of an Immediate Nature** - Students will be escorted to Kingsview Middle School and parents will be contacted.

**Emergencies Associated with Field Trips** - Field trip sponsors will notify school of the emergency, the school will then, using the emergency information provided on the emergency plan, notify parents of any changes.

PLEASE RETURN THIS FORM AT THE OPEN HOUSE OR BRING IT THE FIRST DAY OF SCHOOL

RONALD MCNAIR COMPREHENSIVE EMERGENCY PLAN  
2008-2009

Parents,

As a school, we must be prepared to handle emergencies efficiently and effectively if they arise. The school will always use its best judgment to prioritize emergencies. Types of emergencies are described in detail in the previous document. Please return this form to your child's classroom teacher at the Open House or return with your child the first day of school.

PLEASE CHECK ONE OF THE FOLLOWING STATEMENTS:

My child, \_\_\_\_\_, is to

\_\_\_\_\_ be sent home to: \_\_\_\_\_  
Home Address

\_\_\_\_\_ walk to : \_\_\_\_\_  
Resident's Name  
\_\_\_\_\_  
Resident's Address  
\_\_\_\_\_  
Resident's Telephone Number

\_\_\_\_\_ be picked up by: \_\_\_\_\_  
Phone Number \_\_\_\_\_

\_\_\_\_\_ go home by bus:

If transported, Bus Route Number \_\_\_\_\_ (Not mid-day Pre-kindergarten bus)  
(Refer to Bus Schedule included in this mailing)

EMERGENCY TELEPHONE NUMBERS

\_\_\_\_\_  
Name (Cell) Telephone Number  
(H) \_\_\_\_\_  
(O) \_\_\_\_\_

\_\_\_\_\_  
Name (Cell) Telephone Number  
(H) \_\_\_\_\_  
(O) \_\_\_\_\_

I certify that I am the custodial parent/legal guardian of the above named student, and I grant permission for my child to be released to any of the following individuals (each section must be complete). I give the following persons permission to pick-up my child:

NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

NAME \_\_\_\_\_

PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

Please return this form to your child's classroom teacher at the Open House or return it with your child the first day of school.