

SOUTHWEST LICKING ELEMENTARY SCHOOLS' EMERGENCY RELEASE FORM

Dear Parents,

An emergency plan must be on file in case it is necessary to close school early. We would like to know where your child should go in case of an emergency school closing. Please complete the lower portion of this form and return it to your child's homeroom teacher at school. Forms will be filed for use during an emergency early dismissal which may cause school facilities to close before the end of the normal school day.

This pre-planning is an effort to keep your child safe during an emergency. Families can utilize this opportunity to create a response plan in case of an emergency school closing.

- Causes of an emergency school closing may include an extended electrical outage, gas line leak, no water service, severe weather conditions, etc.
- **Phone service may not be available so children may not be able to contact parents. Please do not include "calling parents" or "waiting at school" as part of your family's emergency plan.**
- The emergency may require that school premises be evacuated immediately. Students may not be able to wait at school for parents to arrive.
- Please review specific details with your child and list those same details on this form. We will remind them of your plan if a dismissal occurs.
- SW Licking Schools will ask local radio and television stations to announce the dismissal.

Student's name _____ **Teacher** _____

Name of brother(s) or sister(s) in the building: _____

_____ My child should follow his/her regular dismissal routine.

_____ The emergency plan my child should follow is _____

I have reviewed this emergency plan with my child.

Parent/Guardian Signature

Date

