



August 2, 2018

Dear Parents,

Public schools in Utah are built to meet stringent construction standards and they may be safer than your own home in the event of a disaster. Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that Coral Canyon Elementary has made preparations to respond effectively to such situations. We also practice these procedures on a monthly basis.

Washington County School District has a detailed disaster plan which has been formulated to respond to a major catastrophe. Should we have a major disaster during school hours, your child(ren) will be well cared for at Coral Canyon Elementary.

**Your cooperation is necessary in any emergency.**

1. Do not telephone the school. Telephone lines will be needed for emergency communication. Coral Canyon Elementary has a group email and text system set up to notify parents if there is an emergency. Information you need to know will be included in the email and/or text that will be sent out. We will continue to send updated emails/texts as necessarily throughout the emergency.
2. In the event of a serious emergency, students will be kept at the school until they are picked up by an identified, responsible adult who has been identified as such on the school's Emergency Contact Card (full-sheet paper you filled out at registration OR is included in the Back to School folder to fill out) that is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school.
  - S/he is 18 years of age or older.
  - S/he is usually home during the day.
  - S/he could walk to school if necessary.
  - S/he is known to your child.
  - S/he is both aware of and able to assume this responsibility.
3. Listen to the radio for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the school district's website

([washk12.org](http://washk12.org)). These same updates will also be available on Coral Canyon Elementary's website ([ces.washk12.org](http://ces.washk12.org)).

4. Impress upon your child(ren) the need for them to follow the directions of any school personnel in times of an emergency.

**Students will be released ONLY to a person identified on the Emergency Contact Card** (full-sheet paper). If you have not filled out a new card for this school year, please contact the office and get that filled out as soon as possible. (435-652-4787)

The decision to keep students at school will be based upon whether or not streets in the area are open and safe. If this occurs, radio stations will be notified and the district and school websites will be updated. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance with the school and district personnel through the bus radio. Before school, any child who is home waiting for the bus will not be picked up if roads are impassable and will remain the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every safe attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to home or to school (mornings), the students will be returned to Coral Canyon Elementary and the school will communicate with parents to inform them of their students' whereabouts.

In case of a hazardous release event such as a chemical spill near the school, Shelter-in-Place procedures will be implemented to provide 'in place' protection. All students and staff will clear the fields, report to their classrooms, and all efforts will be made to prevent outside air from entering classrooms during this kind of emergency.

**During an extreme emergency, Reunification for parents and students will take place as follows:**

1. Parents will check in at the front of the school. Parents will need to show a photo ID. Students will be released to a person that is on the Emergency Contact Card if a parent is not available. Remember: NO child will be released to anybody that is NOT on the Emergency Contact Card.
2. Parents will then go to the library outside door while a runner, a school staff member, takes the student Emergency Contact Card and goes to get the child.
3. The runner will bring the child to the library outside door to reunite with the parent. The runner will again ask for photo ID. Parent will sign the Emergency Contact Card to indicate they have been reunited with their child.
4. Parent is then free to take their child home.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Jennifer Eggleston  
Principal