



# **Orem Elementary's Safety Week September 16-20, 2013**

## **School-Wide Evacuation Drill Procedures**

*Remember this Friday will be an AM Common Day (ALL students arrive at 8:00am), for our school-wide evacuation drill, practicing a release of students to their parents. Here are the important details (if they weren't important, we wouldn't be sharing them with you. ):*

1. **Parents MUST have PHOTO I.D. and MUST pick up their children at 1:30pm, on Friday, as part of our school-wide evacuation drill.**
2. We encourage parents, or anyone who lives within walking distance to walk to school when they pick up their child(ren) for the evacuation drill, as there are limited parking places.
3. Come to the **BACK** of the school, on the East side. (The front doors will be locked and you will need to walk around, unless you remember to go to the back, by the gym/lunchroom gates.) Look for the green balloons.
4. There will be **ONE entrance** (green balloons) **and ONE exit** (red balloons), at the **back of the school**, where you will get instructions to pick up your child. We know that in a real emergency we will not have time to get balloons, however, we are using them for the drills for easy identification of where our entrance and exit will be.
5. With **Photo I.D.** in hand, verify who you are (by showing your I.D.) to one of the fabulous ladies at a check-in table, at the "entrance." (Remember....at the back of the school)
6. Photo I.D. will be checked with emergency form you have **updated online through Skyward**. "No I.D., No Service."
7. Follow instructions for locating your child's class and signing them out.
8. After picking up your child from their class, please exit through the "**Exit**," which will have **red** balloons.

Remember, this is a simple drill for all of us. We appreciate your participation, as well as your patience, as we practice our drills and revise our plans in order to keep our children safe and accounted for. Please feel free to address your hostess, Miss Bolingbroke, if you have any further questions. She can be reached through email, phone or in person, and is always happy to help.

### AM Common Day Schedule

Grades 1-6: ALL students arrive at 8:00am  
Preschool and Kindergarten:  
AM 8:00-10:45 and PM 11:30-2:15

Look on the other side

