          **Pioneer Elementary 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 the building.

**Bring your picture ID**

You must go through Step 1 and Step 2 (as described below) in order to pick up your student.

The student reunification station will be set up after all students are accounted for.

***No student will be released without going through Step 1 first!***

1. Step 1~ ID CHECK W/STAFF AT STUDENT RELEASE TABLE (entrance to the field from the upper playground.)
* Students will only be released to guardians and individuals on the emergency contact list.
* Show Picture ID
* Take the student information sheet to the Step 2 Gate (entrance to the field from the playground.)
* A runner will bring your student to the Step 2 Gate to reunite with you.
1. STEP 2 STUDENT PICK UP GATE
* Please wait patiently in line.
* Student information sheet must match the runner’s sheet.
* You will then be reunited with your student.
* Due to the number of students at the school, student reunification may take some time.

**Please be patient and remain calm.**

**OUR FIRST GOAL DURING ANY EMERGENCY IS TO KEEP STUDENTS SAFE!**

**Lockdown & Shelter In Place Release Procedure:**

Doors will be locked, a “Lockdown” or “Shelter In Place (SIP) sign will be in the office door window, police may or may not be present. (“Shelter in Place” means people are protected inside from airborne hazards.)

If we are in lockdown or sheltered in place, please return to your vehicle. We cannot break the school “seal” when in a SIP or lockdown situation.

Please do not call the school. Phone lines must remain open for contact with emergency agencies.

Connect-Ed will be used to notify parents of the situation as time permits.

If lockdown or SIP lasts for an extended period of time, parents may need to go through Step 1 and Step 2 procedures to pick up their student.

***If a Lockdown Or Shelter In Place occurs during arrival and dismissal times, please follow directions from staff.***