

**BURBANK UNIFIED SCHOOL DISTRICT
EMERGENCY OPERATIONS**

STUDENT REQUEST/RELEASE GATE

Position initially assumed by classified staff; preferably assumed by certificated administrative staff.

RESPONSIBILITIES:

- ▶ Provide for safety of staff and students.
- ▶ Assess area for personal safety before proceeding.
- ▶ Maintain time log of all actions.
- ▶ Establish and maintain a separate location for student requests and student releases.
- ▶ Exercise overall responsibility for the coordination and procedural release of students.
- ▶ Ensure that all student request/release forms are properly completed.
- ▶ Monitor operational procedures and activities at the student request and release gates.
- ▶ Watch for signs of stress in staff.

ACTIVATION STAGE

- ▶ Parent is given “Student Request/Release Form.
- ▶ Parent completes the “Request” portion of the form.
- ▶ Upon completion of the form, the parent returns form to request gate personnel.
- ▶ Instruct requestor to proceed to release gate.
- ▶ Request gate personnel records student name on the “Released Students” log, completes the appropriate portion of the form, and gives form to Runner.
- ▶ Runner takes form to the teacher at the appropriate outside classroom location.
- ▶ **If student IS with the class:**
 - Runner shows Student Request/Release Form to the teacher.
 - Teacher marks “Runner Form” box, indicating student status.
 - Teacher locates student for runner.
 - Runner walks student to the Release Gate with the completed Student Request/Release Form and hands paperwork to release personnel.
 - Release staff match student to requestor, verify proof of identification, ask requestor to sign the lower portion of the Student Release Form, and releases student. Parents are given the Notice of First Aid Care Given, if applicable.

- Runner Request/Release form is deposited in file box.

NOTE: If parent demands child, breaking release procedure, make appropriate notations describing incident on emergency card or notepad and store in classroom emergency kit for future reference. **Avoid confrontations.**

If student runners are used, caution them NOT to comment on any student's whereabouts (i.e., that student is missing, etc.), and not to engage in dialogue with parents.

▶ **If student is NOT with the class:**

- Teacher makes appropriate notation on “Runner Form” box on Student Request/Release Form:

- “Absent” if student was never in school/class that day.
- “First Aid” if student is in Medical Treatment Area.
- “Missing” if student was in school/class but now cannot be located.

- Runner takes Student Request/Release Form to Command Post.

- Command Post verifies student location if known and directs runner accordingly.

- If runner is retrieving multiple students and one or more are missing, walk available students to Release Gate before returning “Missing” forms to Command Post for verification.

- Parent should be notified of missing student status and updated as information becomes available.

- If student is in first aid, parent should be escorted to Medical Treatment Area.

- If student was marked absent, parent will be notified by staff member.

DEMOBILIZATION STAGE:

- ▶ At the direction of the Operations Chief, return equipment and unused supplies to Logistics.
- ▶ Complete all paperwork and turn into the Documentation Unit.

EQUIPMENT/SUPPLIES:

- ▶ Box(es) of Emergency Cards
- ▶ Campus two-way Radio
- ▶ District identification badge, clearly visible tables and chairs
- ▶ Empty file boxes to use as out boxes.
- ▶ Forms:
 - Student Release Form (copies for every student)
- ▶ Job description clipboards
- ▶ Map of assembly area (secondary schools) and books containing class schedules, which should be updated regularly (every 5 weeks)
- ▶ Pens, pencils, stapler
- ▶ Post-Its
- ▶ Signs for alphabetical grouping to organize the parents (A-F, etc.)
- ▶ Signs to mark Parent Request Gate and Release Gate
- ▶ Steno pads for notations
- ▶ Vest (Employees wear green; runners/volunteers wear orange)

