

**THOMAS JEFFERSON ELEMENTARY SCHOOL
EMERGENCY PROCEDURES**

Incident	What to Expect	Assembly Area	Reunification Location	Requirements for Student Release	Comments
Earthquake	Students will only be released once everyone is accounted for- 45 minutes minimum after time of incident	Students will be on the grass field on the upper playground *Teachers will pass out lanyards with contact information to each student. *Teachers will complete accounting form for Incident Commander	Parents need to check in at the UPPER Eton St. gate	Students will be released to parent/guardian or other adults on contact list. *No one under 18 may pick up students *MUST PRESENT ID	Please keep calm and allow us to complete our procedures to ensure the safety of our staff and students
Fire or gas leak <u>ON CAMPUS</u> <i>(Email, Robocall or Remind message will be sent out)</i>	Staff and students will evacuate to Mc Cambridge Park	Softball field #1 on corner of Scott and Andover	At main gate	Students will be released to parent/guardian or other adults on contact list. *No one under 18 may pick up students *MUST PRESENT ID	Please keep calm and allow us to complete our procedures to ensure the safety of our staff and students
Fire or gas leak <u>CLOSE TO OUR CAMPUS</u> <i>(Email, Robocall or Remind message will be sent out)</i>	Depending on the direction of the fire, students and staff will evacuate to either McCambridge or Brace Canyon Park	McCambridge: Softball field #1 on corner of Scott and Andover Brace Canyon: Lower softball field off Haven way	At main gate	Students will be released to parent/guardian or other adults on contact list. *No one under 18 may pick up students *MUST PRESENT ID	Please keep calm and allow us to complete our procedures to ensure the safety of our staff and students
Intruder/Threat on Campus <i>(If and when we are able, we will send out an email to all Jefferson families. It may come from BUSD or BPD)</i>	*Campus will be on lockdown status *Burbank Police Department takes over	Students will be on the grass field on the upper playground	Parents need to check in at the UPPER Eton St. gate	Students will be released to parent/guardian or other adults on contact list. *No one under 18 may pick up students *MUST PRESENT ID	*School staff takes direction from Burbank PD *School perimeter will be closed down *No one will be allowed near campus until we are given the <i>all clear</i> by BPD