

Student Release Protocol for Chinmaya Mission San Jose

Purpose

In the event of an emergency¹ evacuation, for the safety of the students there is a need for an orderly discharge of Bal Vihar children to their respective parents/Guardians. The intent of this document is to detail this protocol.

Who does it apply to?

Teachers, Co-teacher, Student Assistant, Student release ERT volunteers, Parents and San Jose Bal Vihar children.

Teachers Responsibility

All teachers need to take attendance, **BEFORE** commencing class activity. The attendance sheet (Exhibit 1) needs to be kept current so that in the event of an evacuation the teacher has the exact tally of students in his/her respective class. It is important to capture the late arrivals too.

Exhibit 1

Student Name	Parent	1/9	1/16	1/23	1/30	2/6	2/13	2/20	2/27	3/6	3/13	3/20	3/27	4/3	4/10	4/17	4/24	5/1	5/8	5/15	5/22
DHRUVA BALAN	T/CT																				
Koena Gupta	V																				
Vedant Janapaty	ERT																				
Pallavi Kambham																					
Ishir Lakhani																					
Arjun Medhekar																					
Shruthi Pradeep																					
Shreya Prakash																					
Ambika Ramadurai																					
Ananya Ramkumar																					
Nikhila Rao																					
SAISOHAN SHINGADE																					
Nidhya Shivakumar																					
Guha Sriram																					
Krithi Sundar																					
SUMEDH SURESH																					
Pranav Tatavarti																					
Shivani Tripurani																					
Komal Vij																					
Akul Vinnakota																					

¹ Defined in the ERT document

² Student Release Binders and matching flag megaphone and whistle

A child's parent could be a volunteer, ERT person, Teacher or Co teacher and may be assisting in emergency procedures. This information is captured under the "Parent" heading in the attendance sheet. It is the teacher's responsibility to hold on to the child till such time the parent or the designated guardian on the Student Release Document is able to claim the child.

In the event of evacuation the teacher/co teacher and the student assistant will escort the students to the designated "Safe Holding Area" for their respective class. Designation of the Safe Holding Area will be in the class teacher package.

Please familiarize yourself with the assigned area color and frequently remind the students and parents of the same.

It is imperative to carry the class attendance for that day with you and evacuate to the Safe Holding Area in an orderly manner.

The ERT staff will assist in the evacuation process, please follow instructions and keep the children calm to minimize confusion and avoid accidents.

At the designated Safe Holding Area you will be received by a team of student release ERT volunteers. These volunteers will have the Student Release forms for your class. The Student Release ERT volunteers are there to assist you in releasing the students to the respective parents/guardians. The Student Release ERT volunteer will give you a binder with the release forms (Student Release Document) for your class.

Steps to release a student:

- 1. Verify that the parent/guardian is presenting a government issued ID (Driver's license, passport etc).**
- 2. Tally parent/guardian name and address from the ID with the information on the Student Release Document**
- 3. Release student and put a check mark on the attendance sheet next to student's name.**

Note:

- i. Do not release a student without proper identification. Let the student release ERT volunteer handle any conflict or confusion.
- ii. Do not abandon your class in search of your child. Your child's teacher is following a similar protocol and will be held at the Safe Holding Area till you or a designated guardian arrives.

¹ Defined in the ERT document

² Student Release Binders and matching flag megaphone and whistle

Student Release ERT Volunteer Responsibility

In the event of an evacuation, drop what you are doing and run to the central command post to collect the Student Release Kit² for your designated area.

Upon arrival at the designated safe holding area, wave the flag assigned to you so it is visible from a distance. Keep sufficient distance between your fellow volunteers to avoid confusion.

Assist class teachers with the student release process.

Note:

- i. Escalate all questions/conflicts to team leader.
- ii. Do not abandon your post/assigned duties in search of your child. Your child's teacher is following this protocol and your child will be held at the Safe Holding Area till you or a designated guardian arrives.

Applies only to the Parent Safe Holding Area ERT Volunteers (White Flag) - Help release parents in an orderly fashion – point them to the right color to meet their child.

After student release is over, go meet/claim your child and come back to return student release binders and the attendance sheet to Venkatesh Srinivasan at the central command.

After the event Venkatesh Srinivasan to assemble the student release ERT volunteers to rearrange the student release forms and get the student release kits² in ready condition. The volunteers will also debrief after the event to record any injuries or take-away lessons from the event.

Responsibility of the parent/Guardian

The Student Release Protocol is put in place for the safety of your child. In the event of an evacuation it is imperative that you adhere to the instructions given by the ERT volunteers and stay out of the way of evacuating children, ERT volunteers and any emergency services.

Please **WALK (DO NOT RUN)** to the safe holding area in an orderly manner. Please **DO NOT WALK AWAY WITH YOUR CHILD WITHOUT THE PROPER STUDENT RELEASE FORMALITIES** described in this document.

A child will only be released upon presenting a valid government issued identification such as a drivers license or a passport. For the safety of your child, the ERT staff and the teachers have been trained to strictly adhere to this protocol.

In the event of an emergency parents should assemble in the area marked by a white flag. Please do not rush to collect your child till the volunteers have accounted for all the children. This will ensure everyone's safety.

¹ Defined in the ERT document

² Student Release Binders and matching flag megaphone and whistle
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