



## EMERGENCY STUDENT-RELEASE PROCEDURES

### Bainbridge Island School District

- The Bainbridge Island School District (BISD) will keep and care for all students in an emergency situation (such as loss of electrical power, wind/snowstorms, earthquakes, etc.) until the end of the school day, or longer if the emergency dictates.

**NOTE:** *A goal is to maintain normal departure times for students in grades K-4. Therefore, these students will **not** be sent home during normal school hours because of an emergency. However, students in grades 5-12 may be dismissed early if transportation is possible.*

- Should conditions exist that make transportation impossible, students will be kept at school until the parent, guardian or an authorized adult arrives and the student is properly checked-out from school. It is expected that parents/authorized adults will come as soon as possible to pick up the student(s).

**NOTE FOR HIGH SCHOOL GUARDIANS:** *If electrical power has **not** been disrupted, you may call the school office to release your student(s), as per normal absence/release procedures.*

- Those who arrive during an emergency to check a student out of school must have photo ID and will go through designated release procedures: the school will record the time, student's name, and the name and address or destination of the adult to whom the student is being released.
- Depending on the emergency situation, the superintendent may make other decisions regarding dismissing the students. Check the following for information:
  - BISD's website at [www.bisd303.org](http://www.bisd303.org)
  - BISD's emergency line: 206-780-1556 (recorded message)
  - Text / email through our messaging system (make sure your information is current in your Family Access / Skyward account)
  - Emergency broadcast to stations for pertinent information
- If the emergency situation does not extend beyond normal school hours, students will be released as usual at the end of the school day.

In addition to weather or naturally caused emergency situations, the school district and local police and fire departments have developed protocols and procedures for a variety of incidents, i.e. bomb threats, intruders/weapons on campus, and demonstrations or disturbances. Although the protocols will not prevent such incidents from occurring, they provide coordinated and unified responses that develop staff skills and confidence.

# EMERGENCY STUDENT-RELEASE PERMISSION FORM

## Bainbridge Island School District

I understand the Emergency Student-Release Procedures. I also have reviewed and discussed with my family our emergency plan – see “Talking About Family Emergency Plans: Things to Consider”. I understand that various emergencies – loss of power, wind/snowstorms, and earthquakes – may prompt students to be released before I can arrive to personally check my student out. In such an event, my student \_\_\_\_\_, may be released to any of those listed below.

(Parent/Guardian) Please print name and then sign \_\_\_\_\_ Home \_\_\_\_\_ and \_\_\_\_\_ Work Phone \_\_\_\_\_ Date \_\_\_\_\_

**In an emergency, the following adults are authorized to pick up my student from school:**

Please print legibly. On-island contacts preferred. This list should include the two medical emergency contacts listed on other information given to the school. Please notify those you have listed as emergency contacts on any form.

Name:	Phone:	Email:

\*My child may be released to anyone with whom he/she feels comfortable. Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian sign here if you approve this statement\*: \_\_\_\_\_

**FOR SCHOOL USE ONLY:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Student released to: \_\_\_\_\_ Proposed destination: \_\_\_\_\_

# FAMILY EMERGENCY PLANS: THINGS TO CONSIDER

## Bainbridge Island School District

1. Familiarize yourself with the Kitsap County Department of Emergency Management's website at [www.kitsapdem.org](http://www.kitsapdem.org).
2. Discuss how you will prepare for natural and manmade disasters.
3. Does your family know where utility shut-off valves are and how to operate them?
4. Does your family know at least two escape routes from each room in your home?
5. What emergency supplies do you have? Where are supplies located? Do batteries need to be replaced?
6. If family members are separated in an emergency, how will you communicate? Do you have emergency phone numbers with at least one contact outside your area code? (Teach children how and when to use 9-1-1 and how to make long distance calls. However, do not rely on telephones as an integral part of your family emergency plan, as they aren't always reliable.)
7. Decide on a family meeting spot after an emergency. Suggestions include your yard, neighbor's property, park or school. Pick two meeting places: one near your home and one outside your neighborhood.
8. If someone is injured, what will you do? Who is trained in first aid/CPR?
9. In a community-wide emergency, what will happen if you are at work and your student is at school? (Please refer to BISD's "Emergency Student-Release Procedure". Our schools are prepared to care for all students until the end of the school day, until an authorized adult comes to release the student, or longer if necessary. The schools expect students to be picked up as soon as possible.)
10. Review with your child(ren) who the authorized adults are to whom they may be released in an emergency. Explain that they should not leave school with anyone with whom they are not comfortable.

### **Other information to consider:**

- Students 18 years and older may release themselves in an emergency, but they must go through normal release procedures, providing name, destination and time of release to staff members keeping those records.
- Discuss issues for high school students driving in hazardous conditions, such as downed trees or ice.
- Please discuss the inappropriateness of sending older students to pick up younger siblings in an emergency. The district feels it is much safer for students to remain at their school site.
- Remember to call 9-1-1 only when someone is injured (bleeding, unconscious, other serious injury), if you think someone else has been hurt, or if you have sustained serious property damage or your life is at risk.
- Tune to emergency broadcast stations on radio / television for additional messaging.

## Need more information? These agencies are great resources:

- Kitsap County Department of Emergency Management and K-PREP (Kitsap Practices Responsible Emergency Preparedness)  
(360) 307-5870  
911 Carver Street  
Bremerton, WA 98312  
Website: [www.kitsapdem.org](http://www.kitsapdem.org)
- City of Bainbridge Island  
(206) 842-7633  
280 Madison Avenue N.  
Bainbridge Island, WA 98110  
Website: [www.ci.bainbridge-isl.wa.us](http://www.ci.bainbridge-isl.wa.us) (see Emergency Preparedness under the “Community” tab)
- Bainbridge Island Fire Department  
(206) 842-7686  
8895 Madison Avenue N.E.  
Bainbridge Island, WA 98110  
Website: [www.bifd.org](http://www.bifd.org)
- Bainbridge Island School District  
(206) 842-4714  
8489 Madison Avenue N.E.  
Bainbridge Island, WA 98110  
Website: [www.bisd303.org](http://www.bisd303.org) (see Emergency Information under the “For Families” tab)
- Kitsap-North Mason Red Cross West Sound Service Center  
(360) 377-3761  
Mailing Address: P.O. Box 499, Bremerton, WA 98337  
Actual location: 811 Pacific Ave., Bremerton, WA 98337  
Website: [www.westsoundredcross.org](http://www.westsoundredcross.org)
- Washington Emergency Management Division  
(800) 562-6108  
20 Aviation Dr., Building 20, MS: TA-20  
Camp Murray, WA 98430-5122  
24-hour emergency phone (800) 258-5990  
Website: <http://mil.wa.gov/>
- Federal Emergency Management Agency (FEMA)  
(425) 487-4600  
130 228<sup>th</sup> S.W.  
Bothell, WA. 98021-9796

Web site: [www.fema.gov/](http://www.fema.gov/)

## WEATHER DELAYS / CLOSURES

### Bainbridge Island School District

When the weather causes dangerous conditions and schools are delayed or closed, we will alert you through a variety of ways\*:

- Phone call / email / text through our messaging system (make sure your information is current in your Family Access / Skyward account)
- BISD's website at [www.bisd303.org](http://www.bisd303.org)
- BISD's emergency line: 206-780-1556 (recorded message)
- Local radio and television stations
- Social media

For inclement weather, the goal is to notify you beginning around 5:30 a.m. Radio and television stations will announce school closures by name and district number --- listen and look for **Bainbridge Island School District #303**.

Schools will either be closed or delayed with a late start:

- **CLOSED** means all BISD public schools are closed for the day. All activities are cancelled. If conditions change during the day, special arrangements may be made for some activities.
- **LATE START** means schools are open but will begin at a later time. Listen / read for the times and information regarding different programs such as preschool.

#### **LIMITED BUS TRANSPORTATION:**

When transportation limitations are in effect, service will only be available on Priority One streets (listed at [www.bainbridgewa.gov/documentcenter/view/259](http://www.bainbridgewa.gov/documentcenter/view/259)). Please be aware of extreme road conditions in your specific area and be prepared with alternate plans for transportation.

The Emergency/Snow Bus Routes are posted at [www.bisd303.org/Page/2564](http://www.bisd303.org/Page/2564). Notice of the Limited Bus Service will be sent via phone / email / text and on broadcast media stations.

Road restrictions—Some roads may be closed by the City of Bainbridge Island due to snow, thawing, landslide, or other conditions. In this case, announcements will be made after we receive notification from city officials.

**NOTE:** When traveling during snow or ice, buses will not stop in the middle of hills. This also may apply during other inclement weather. If you have questions about the limited bus service, please call your school office or the Transportation Department at 206-842-4641.

**\*No announcements mean schools are operating on their regular schedule.**