

**ADDISON ELEMENTARY SCHOOL  
EMERGENCY DISMISSAL PLAN**

During inclement weather or an emergency when school must be closed, schools, parents and students must have a plan for *immediate* dismissal. In emergency situations, your child's safety is our first concern.

The most effective plan is for all children to ride the bus home, or to a predetermined friend or neighbor's home. We understand that many of you work and do not want your child going home alone. We have found that neighbors, friends, or classmates' parents are willing to provide supervision in their homes during emergencies.

During the uncertain situation of any emergency, all staff will share the top priority of making sure your child arrives home safely in the **way you indicate below**. Our staff will be monitoring incoming emergency communication and instructions from the county in an effort to expedite a safe and timely dismissal for everyone. During an emergency dismissal situation the best utilization of time is vital. Phone lines will be most likely be jammed and in some cases out of order. Faxes and emails are unsure methods of communication as well. These things being considered, along with our large student body, **it will be impossible to accept phone, fax or email communication to arrange last minute emergency dismissal procedures. Please plan carefully, complete the information below in detail and return to your child's teacher. Thank you!**

*IF POSSIBLE*, the school and/or county will attempt to notify parents of an emergency dismissal by automated Call Out, Email and/or text by way of MyConnect. Please be sure your current contact phone numbers and emails are always up to date on MyConnect. You can log onto <https://cobbk12.bbcportal.com/> to customize how you receive messages from the county. In situations such as questionable weather, stay tuned to any of the major television or radio stations, watch for CCSD Alert Texting, as well as checking the CCSD website ([www.cobbk12.org](http://www.cobbk12.org)) for up to date information.

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2016-2017**

**\*\*\* THERE WILL BE NO AFTER SCHOOL PROGRAM WHEN SCHOOL IS DISMISSED! \*\*\***

Student's Name \_\_\_\_\_ Teacher's Name \_\_\_\_\_

Please check only ONE:

In the event of emergency dismissal, the above named student will...

Ride **home** on regular bus # \_\_\_\_\_

Ride on bus # \_\_\_\_\_ and get off at \_\_\_\_\_'s stop to be in the care of \_\_\_\_\_

It is the responsibility of the parent/guardian to notify the above person to be at the bus stop to receive the student(s).

Student will be picked up immediately as a car rider with any of the following people:  
\_\_\_\_\_  
\_\_\_\_\_

Anyone not listed will not be allowed to take your child from school. Person listed must either have official car sign or show picture id.

Daycare: \_\_\_\_\_  
(Check with your daycare provider to be sure they pick up in such situations.)

*"I understand that in an emergency dismissal situation, my child will be dismissed in the mode I have indicated above, that changes will not be accepted by phone, fax or email and that there will be no After School Program provided."*

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Parents, please keep this section as a copy of your instructions as your reminder! Return top section to teacher.**

**Student:** \_\_\_\_\_ **Teacher:** \_\_\_\_\_

**Emergency Dismissal for my child:** \_\_\_\_\_

**\*\*If at any time during the school year you need to change the above information, please feel free to request a new form.**