



Duncan Cran Elementary School

Emergency Response Plan

All classes with their 'going home stuff' to the gym. Class cones will be set out. Teachers may choose to bring a bin of books/coloring etc.

- Students can only be released to a parent or other contact listed on MYED
- Check-in Gate 1 - All parents are required to check in at Gate 1. If driving, parents can drive through from Gate 1 to Gate 2 or they can park on the road or in the parking lot if there is room. **Parents do not enter the school.** Walk ups are welcome.
- Check-in Person @ Gate 1 will radio the staff members (runners) in the gym
- Student exits with staff member to parent at Gate 2 - Front Entrance



Key Staff for Double Gate Release

Role	Staff Member	Materials needed
Parking Lot - Gate 1 Check-in	Felecia Ehlert Janna Casey Jaimelia	Walkie Talkie Binder with MYED verification forms for contacts for each student Class lists to cross off as parents arrive.
Gate 2 - Front Doors- deliver students to families	Jennifer Wilkinson Crystal Oakley Griff Peet	Walkie Talkies Class list as child gets picked up. Cone - Premade Signs Gate #2 - Check in
Runners	Monica D'Eon Amanda Desjarlais	Walkie Talkies
Parking lot - Traffic Flow (at front entrance gate near road)	Mandy Mitchell	Cones - Premade signs -Entrance Gate # 1 - Pick Up
Parking lot - Traffic Flow (at front exit gate near road)	Kumari Khadka	
Student Support/Behaviour	Trish Flesjer	Walkie Talkie
Supervise Classes	Each teacher supervises their class in the gym	Class List
Communicate to parents - Facebook and Email. Remind parents of pick up location.	Griff and Jaimelia	
If classes are out of field trips, will notify classes.	Griff and Jaimelia	Cell phones