

Severe Weather Carpool Procedures

In the event of an emergency that prevents the children from standing outside for afternoon carpool, East Elementary will follow these procedures:

1. If the children are already outside, the administrator on duty will call for the reverse evacuation back into the building over the walkies.
2. The children will move quickly and orderly back into the building, following their teachers and tutors (as they would in a fire drill).
3. All students will return to their classrooms and sit quietly at their desks, waiting to hear instructions.
4. All students, parents, and staff members will stay in their vehicles or in the building until the outdoor situation is safe.
5. As soon as it is safe, a carpool attendant will call the student's names over the walkie (one attendant for each line).
6. K-2 line uses channel 1 and 3rd – 6th line uses channel 2.
7. We will maintain the split carpool flow, and students will be called to both lines, depending on their grade level. This will help us release the children quickly and safely.
8. K-2nd will exit, as they are called, through the front entrance of the school or through the side door near the playground.
9. 3rd grade and older will exit through the west door at the end of the 1st grade hallway.
10. A tutor will be stationed at each door to help children find their cars quickly.
11. The administrator on duty will announce if and when it is safe to return to normal operations, and they will issue an "all-call" for students and staff to come out to the carpool lines. At that point, all teachers will walk their remaining students out to the carpool line.