

## Loma Vista Elementary School...300 Lynn Drive...Ventura, CA 93003...805/641-5443 2019-2020 SCHOOL MAP

Reunion Gate Procedures <u>will *only* be activated</u> in a School Wide Evacuation Situation. There will be clear communication to trigger this unusual and unlikely event.

## **Procedures for Parents:**

- Go to your Child's Reunion Gate (located by grade in three distinct areas).
- Queue for your turn and please be patient. We will be servicing approx. 400 parents.
- Be prepared to show identification.
- Give your child's last name, first name, grade, and teacher to the teacher in charge.
- If you have more than one child in attendance, please provide the gatekeeper with their name(s) and grade(s). They will be brought to you at the check-in gate you report to for the primary child.
- You will be verified on the Emergency Card
- Your child will be released to you as soon as possible and upon verification and sign out.
- Please expect this process to take at least thirty minutes in a best case scenario.

## **Procedures for Teachers:**

- Keep students grouped/seated by class.
- Use buddy system to relieve zone leaders.
- Utilize paras as runners between zone leaders/ reunion gates to courier children, when called for over the radio, to report to a sibling gate (as needed)
- Teachers verify parent/guardian on e-card and send one student to reunion gate at a time.
- Zone leaders are responsible for all parent interaction, signature obtainment, and student release.