

**RL STEVENSON ELEMENTARY SCHOOL
EMERGENCY PROCEDURES**

Incident	What to Expect	Assembly Area	Reunification Location	Requirements for Student Release	Comments
EARTHQUAKE (Email, Robocall or text message will be sent out, <u>IF possible</u>)	Students will only be released once all are accounted for. Release of students may take 45 min. or longer.	Students will meet on the playground blacktop. *Teachers will complete attendance forms and submit to office staff.	Parents need to check in at the lower Avon Gate.	Students will be released to parent/guardian or other adults on emergency contact list. *No one under 18 may pick up students. *MUST PRESENT ID	Please keep calm and allow us to complete our procedures to ensure the safety of our staff and students.
SHELTER IN PLACE (chemical, biological or radiological contamination that may have been released into the environment, severe weather or wildlife event, or excessive smoke from a fire.) (Email, Robocall or text message will be sent out)	Students, staff, volunteers and visitors will proceed to move indoors. *Campus will be on lockdown. Students will not be released while the campus is on lockdown.	Students, staff, volunteers and visitors will proceed to move inside buildings. *Teachers will complete attendance and report to the front office.	In case of full evacuation: Meet at Verdugo Park or the shopping center on Verdugo and Hollywood Way. (3800 W. Verdugo Ave. Burbank, CA 91505).	Students will be released to parent/guardian or other adults on emergency contact list. *No one under 18 may pick up students. *MUST PRESENT ID	Please keep calm and allow us to complete our procedures to ensure the safety of our staff and students.
SOFT LOCKDOWN (police activity in the neighborhood, unknown subject on campus, medical emergency) (If and when we are able, we will send out an email to all Stevenson families. It may come from BUSD.)	*Campus will be on lockdown. Students will not be released while the campus is on lockdown.	Assembly area will depend on the specific situation.	Reunification location will depend on the specific situation.	Students will be released to parent/guardian or other adults on emergency contact list. *No one under 18 may pick up students. *MUST PRESENT ID	*School staff takes direction from Burbank PD. *School perimeter will be closed down. *No one will be allowed near campus until we are given the all clear by BPD.
HARD LOCKDOWN (threat on campus, weapons present, imminent danger to staff and students) (If and when we are able, we will send out an email to all Stevenson families. It may come from BUSD.)	*Campus will be on lockdown. Students will not be released while the campus is on lockdown. THE BURBANK POLICE DEPARTMENT (BPD) WILL TAKE OVER UPON ARRIVAL.	Assembly area will depend on the specific situation, and will be determined by BPD.	Reunification location will depend on the specific situation, and will be determined by BPD.	Students will be released to parent/guardian or other adults on emergency contact list. *No one under 18 may pick up students. *MUST PRESENT ID	*School staff takes direction from Burbank PD. *School perimeter will be closed down. *No one will be allowed near campus until we are given the all clear by BPD.