

Dear Parents,

At Collierville High School, we understand that the safety and security of those in this school is our most important responsibility. People need to be safe to work and children need to be safe to learn. Because of this responsibility, we evaluate and adjust our emergency plans every year and after any drill that reveals any weakness in our plan. For the current school year, we have developed a plan based on current best practices and obtained feedback from law enforcement agencies.

During any emergency, emotions run high and we know you want to get to your children. Our desire is to reunite you with your children as soon as possible. In order for this reunion to occur, we need your cooperation to fully implement our procedures. However, please be aware that all plans are fluid and will change somewhat to correctly adjust to the current situation. During an emergency, we will communicate with you via the rapid message system, local TV and radio stations, press briefings, and school personnel. Please make sure your phone numbers are correct on your information here at school. Please register your cell phones with the Collierville Police Department for their rapid message system. You can do this by going to the CPD website.

You will need to go to a specific location to pick up your child. We will release this location as soon as it is chosen based on the type of emergency. Please do not come to the school building unless directed to do so. All emergency vehicles will need unobstructed access to help the injured. Police will block streets in order to facilitate meeting their objective for the situation.

We will need to release students to a parent or guardian with legal custody. Please understand there is a reason for this procedure. **When picking up your child, you will need to bring your photo identification.** Students will be released only to those people listed on their information on file at the school.

Releasing almost 2000 students will take time. Please know that everyone is working to care for injured students and staff first. Students will be assembled and kept safe by school personnel and first responders until they are released to a parent or guardian.

Here is a copy of the student release form you will need to complete when you arrive at the request gate. We are requesting your destination so that we can inform any other authorized person who arrives to pick up your child of your current location.

Thank you in advance for assisting us in our efforts to best care for everyone in the building should an emergency occur during school hours.

