



1045 Sycamore Street
Gridley, CA 95948
(530) 846-5686

GRIDLEY UNIFIED SCHOOL DISTRICT

McKINLEY PRIMARY SCHOOL

Chris McIntire
Principal

February 20, 2017

Evacuating Students From McKinley

All Students will be placed in the Main Hallway Classrooms:

1. Room 12 students will be placed with Room 6 students
2. Room 14 students will be placed with Room 7 students
3. Room 15 students will be placed with Room 8 students
4. Room 16 students will be placed in Room 10 students
5. Room 1 students will be placed with Room 4 students
6. Room 2 students will be placed with Room 5 students
7. Room 3 students will be placed in Reading Recovery Room

(All students should be wearing their backpack and jacket to expedite the process.)

Once all students have transferred to the Main Hallway, all doors (the two back doors and the Nurse's Room) will be secured (locked) except for the front entrance of McKinley. Large posters will be displayed on the outside of the school building identifying where students are located in the main hallway for parents to view as they enter the front doors of McKinley School. Another set of signs will be posted on the inside of the school walls. One bilingual employee, Ana Vera, will be assigned outside the front doors to inform parents where their child is located. As parents enter the front door they will be directed to the classrooms by Linda Lopez, Cindy McIntire and Gladys Diaz (these 3 individuals are bilingual). Patti Ramos and Maria Arroyo, both bilingual, will man the phones in the office.

Each teacher will have their own Class Roster, which includes the Parent/Emergency Contact information. Teachers will highlight the individual who picks up the child (either the parent or one of the individuals listed on the Aeries Parent/Emergency Contact information sheet). If teachers need any assistance with identifying any individuals, Chris McIntire will be there and monitor the main hallway.

Once all of students have been released to a Parent or an Emergency Contact Individual, each teacher will physically hand the Check-Out information directly to Chris McIntire and receive further instructions on providing other assistance if necessary.