

Lock-Down Form

Dear Granada Day School Parent:

- In light of the uncertain times that we are facing as a nation, we would like to explain the procedures that **Granada Day School** will follow in the case of an emergency in the local area. The safety of your children is our first priority. Just as we encourage you to make your own family emergency plans, we at Granada are taking precautions
- Granada will use the media, the school website (www.grnadadayschool.com), and our voicemail system (305-444-2028) to convey important information to parents. Please stay tuned to these outlets for full information before, during and after the school day.
- Should we need to close the school, each class will go into lock-down mode during the first 60 minutes of the emergency. This means that your child will be safe and remain within the classroom he/she was in at the time of the emergency.
- Once we are in lock-down, you should immediately come to the school and pick up your child from their classroom. If you would like to designate someone else indicate the name and relationship of the person, if not please fill out your child's name and your name below.
- We encourage you to become familiar with your child's class schedule and to keep a copy with you at all times.
- If your child has not been picked-up within the first hour, he/she will then be moved to the Choir Room (downstairs) located in the main Sanctuary area.

Thank you for your prompt attention. Please continue to pray for peace for our community and for our nation.

Please use this form to designate either yourself or an alternate person for emergency pick-up.

Student's name: _____

Emergency Pick-up Person(s) and contact #'s:

Office use only:

Teacher or Room # _____