

Vernon Middle School  
Information for Parents/Guardians

Dear Parents and Guardians,

This notice contains step by step directions that all parents and guardians must follow in the event that an emergency and/or disaster occurs when children are present on campus. These procedures have been put into place to ensure the accountability of staff to safely release students to their parents and/or guardians after a disaster or emergency.

**Step 1:** Parents arriving to the Vernon Campus will need to park on either Vernon or San Bernardino Street. Driveway and parking lot access will be for emergency vehicles only. Parents will then check into the Parent Staging Areas located outside of our front office.

**Step 2:** Parents and/or guardians must be on the emergency card of the child/children they are picking up and must show valid photo identification (state issued I.D, passport, etc.). To ensure maximum safety, students will NOT be released to anyone that is not on the emergency card. If you are unsure who is on your student's emergency card, please review the information previously provided on the Q Parent Portal or visit the front office.

**Step 3:** When the parent has been properly identified, a student release card will be filled out by the school staff and given to the parent.

**Step 4:** The parent will then take this card to another line located at the gate in the south parking lot by the Wellness and Technology Center.

**Step 5:** Parents will hand the student release card to a staff member at the release gate located outside of the GATE by the south parking lot. That staff member will retrieve the students from the evacuation site and return them to their parents through this gate.

It is very important that you are as patient as possible as we ensure that all students are safely returned to their parent/guardian. By understanding the above procedures and exercising patience, we can work to ensure the safest and most effective release of students to parents/guardians in the event of an emergency and/or disaster on campus when children are present. If you have any further questions don't hesitate to contact our office at (909) 624-5036.

Thank you,

The Vernon Staff