

MANZANITA ELEMENTARY SCHOOL DISTRICT

627 E. Evans-Reimer Road, Gridley, CA 95948

Phone: (530) 846-5594 Fax: (530) 846-4084

Minden King, Principal/Superintendent

"Home of the Mustangs"

Dear Manzanita Families,

On Friday, March 16th we will be conducting our school wide evacuation drill involving the first through eighth grade students. All traffic will be directed through the u-shaped driveway and students will only be released when a parent, guardian, or designated adult checks the child out from the staging area. We are asking that you pick up your child/children from the staging area in the gym beginning at 1:10 pm. Students do not need to return to school after the evacuation drill on Friday since it is a minimum day. Please check into the south facing doors if your child is in the first through fourth grades, and the east entrance if your child is in the fifth through eighth grades. If you have multiple children, you only need to check into one entrance where all of your children will be released to you. We are anticipating support from local fire and law enforcement agencies. Please communicate with your child ahead of time to let them know that this is only a drill and there is no need to be alarmed or worried. This is simply a drill which allows the faculty, staff and students to practice release and dismissal procedures in a controlled environment. Please complete the following portion of this letter and return it back to school. Thank you all for your cooperation and support while we complete this very important drill.

My Child's name: _____

_____ Yes, I will be picking up my child from the staging area beginning at 1:10 pm on Friday, March 16th.

_____ My child will be picked up by _____, who is on my child's emergency contact list.

_____ No, I will not be picking up my child and my child will be walking across the street to the designated evacuation area with the after school staff, MESD faculty and staff at 2:10 pm. After the completion of the drill, my child will be escorted to the after school program where my child will be picked up from the after school program.

Parent

Signature: _____ Date: _____