



Plattsburgh High School

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Jamie Maggy, *Co-Principal*
Jim Manchester, *Co-Principal*

October 2, 2020

RE: EMERGENCY EVACUATION

Dear Parent/Guardian:

During an **emergency**, the quickest way for us to evacuate the building is to simply release all students! Please note, that should this emergency evacuation occur, some form of a Robo Call/Text Message/Email will be sent out to all contacts.

ALL students who **do not** return this sheet, will simply be released **only** in the event of an emergency.

Please complete this form **ONLY** if your child **cannot** be released on his/her own recognizance during an emergency!

I must be verbally notified by a school employee prior to the release of my child due to an emergency. He/she may walk home and/or wait outside once I have been notified.

Child's Name: _____ Grade: _____

PLEASE LIST THE BEST NUMBER TO REACH YOU INCLUDING YOUR WORK/CELL!

Contact Person 1: _____ Phone: _____

Contact Person 2: _____ Phone: _____

Please return this form to *homeroom teachers* no later than Friday, October 9th **ONLY if you need to be verbally contacted prior to the release of your child due to an emergency. Thank you!