

# International School Bangkok Elementary School

Dear Families,

In the event that there is a dangerous situation going on anywhere between the campus and our students' home prior to dismissal, and it is deemed unsafe to send students home, we will be using the following "Safe Haven" procedures:

Students will be kept at school until they are picked up by a parent or an authorized guardian. We will not release students to maids or drivers. You will be notified by telephone and e-mail of the situation and asked to pick up your student. Your student will be kept safely at school however long is necessary, even overnight.

When you come to campus, the perimeter will be locked down. The side gates will be closed. No cars will be allowed to enter campus. Go to the Chevron Theatre. A runner will bring your child from the classroom. Do not go to the classroom yourself to pick up your child.

It may be that we cannot reach you or your spouse during this situation. We recommend that you identify a guardian whom we can then call and whom you give permission to pick-up your child at school. Typically these individuals will be trusted neighbors. Please fill out the below form and return it to your child's division office. Without this form, your child will only be released to you or your spouse.

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## Safe Haven Guardian Permission Form

I authorize the following individuals to pick-up my children at school:

Names and grades of children: (1) \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

(2) \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

(3) \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_

Name of guardian: \_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Additional phone number \_\_\_\_\_

Name of guardian: \_\_\_\_\_

Home phone \_\_\_\_\_

Cell phone \_\_\_\_\_

Additional phone number \_\_\_\_\_

I would like the school to have the above contact numbers for my family in addition to ones already submitted to the school earlier this year.

Printed name \_\_\_\_\_ Signature \_\_\_\_\_