

M cMichael Middle School

4330 SE Stallings Dr., Nacogdoches, TX 75961

November 2013

Dear Parent(s)/Guardian(s),

In case of a school emergency or a natural disaster, McMichael Middle School will follow an Evacuation Plan. Safety is our primary concern.

If you are off campus and learn your child's school is in a lockdown/evacuation situation, please do not attempt to enter the campus yourself. It is critical that you follow the instructions of law enforcement, as they will maintain control of the school's perimeter/evacuation site for everyone's protection. If an evacuation is imminent, students and staff will travel to Zion Hill First Baptist Church, 122 NE Stallings Dr. Once an all-clear is given, and if there is a need to release students for the day, please know school staff members will remain on duty until all children have been safely checked out by a parent, guardian, or childcare personnel as designated on your child's school emergency card. McMichael Middle School will issue notification for student release via School Messenger with an automated call to your designated number.

As parents/guardians arrive at McMichael MS/evacuation site remain calm, everyone's understanding, cooperation and patience are essential. If possible, walking to school/evacuation site to pick up your child would be best since parking will be limited. If you must drive, be prepared to park away from the school/evacuation site. Do not park in school/evacuation site parking areas; parking on site will interfere with emergency fire, medical and/or police vehicles.

When you arrive at the school/evacuation site, proceed immediately to the Student Release Area, as identified on the map on the reverse side of this letter. For the safety of every child, we must document to whom each child is released. Be prepared to present a picture identification card upon request.

It will take some time for the orderly dismissal of all students, so please be patient as you wait. The less confusion, the quicker students will be released and reunited with parents/guardians.

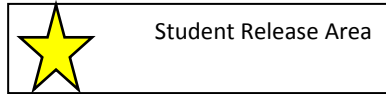
REMINDER: Your child will be released only to those listed on the Emergency Card. It is therefore imperative you keep information on your child's Emergency Card up-to-date. If for any reason your child is not picked up, (s)he will be placed in an alternate place of safety. These procedures should be shared with everyone listed on the Emergency Card, so they are familiar with McMichael Middle School's Evacuation Plan.

Thank you for your cooperation.

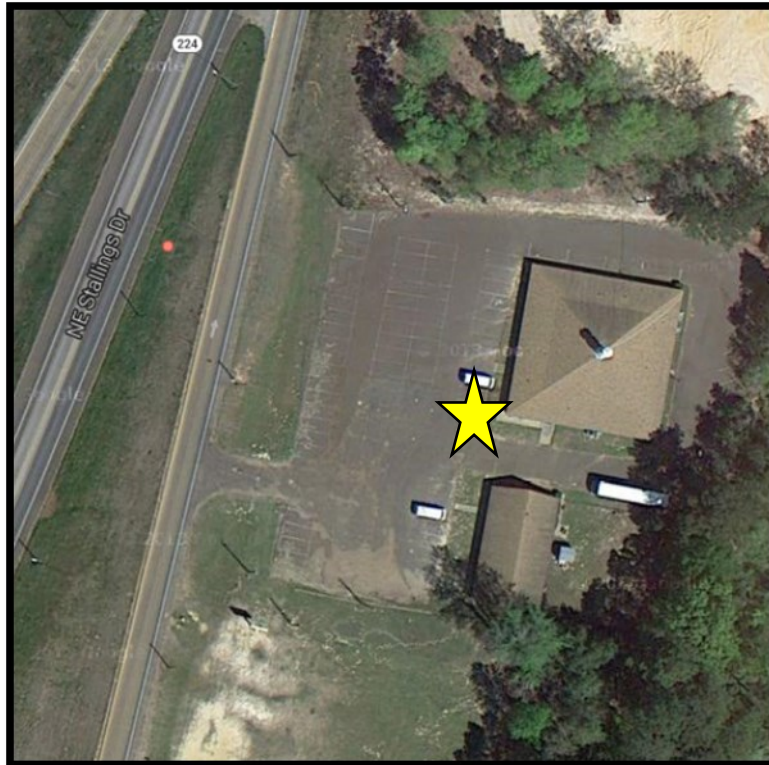
Sincerely,

Kevan Webb
Principal

Student Reunification Areas



**Zion Hill First Baptist Church
(Evacuation Site)**



McMichael Middle School

