

**BURBANK UNIFIED SCHOOL DISTRICT  
EMERGENCY OPERATIONS**

**STUDENT REQUEST/RELEASE GATE**

Position initially assumed by classified staff; preferably assumed by certificated administrative staff.

**RESPONSIBILITIES:**

- Provide for safety of staff and students.
- Assess area for personal safety before proceeding.
- Maintain time log of all actions.
- Establish and maintain a separate location for student requests and student releases.
- Exercise overall responsibility for the coordination and procedural release of students.
- Ensure that all student request/release forms are properly completed.
- 7 Monitor operational procedures and activities at the student request and release gates.
  - Watch for signs of stress in staff.

**ACTIVATION STAGE**

- Parent is given “Stude
- Parent completes the “Request” portion of the form.
- Upon completion of the form, the parent returns form to request gate personnel.
- Instruct requestor to proceed to release gate.
- Request gate personnel records student name on the “Released Students” log, completes the appropriate portion of the form, and gives form to Runner.
- Runner takes form to the teacher at the appropriate outside classroom location.

**If student IS with the class:**

- Runner shows Student Request/Release Form to the teacher.
- Teacher marks “Runner Form” box, indicating student status.
- Teacher locates student for runner.
- Runner walks student to the Release Gate with the completed Student Request/Release Form and hands paperwork to release personnel.
- Release staff match student to requestor, verify proof of identification, ask requestor to sign the lower portion of the Student Release Form, and releases student. Parents are given the Notice of First Aid Care Given, if applicable.



