



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
OFFICE OF THE PRINCIPAL
WEST POINT SCHOOLS
705 & 705A BARRY ROAD
WEST POINT, NY 10996-1196**

Occasionally, it is necessary to close the school and dismiss the students earlier than the regular dismissal time; this is usually due to weather conditions, but we also want to be prepared for a catastrophic event. Below is a permission form for two different situations – a minor and a major event. **Please complete and sign both sections.**

Minor Event such as inclement weather/heating system failure/broken water main, etc.

1. West Point Schools sends the message to
 - a. One Call – an automated message from the school explaining the event and the actions the school will be taking.
 - b. All USMA **Major Activity Directors (MADs)** via telephone from the District Superintendent’s Office. Each activity is asked to disseminate the **early release message** throughout their department.
 - c. USMA’s global email system via DMWR.
 - d. TV Command Channel 23 via Public Affairs Office.
 - e. To the following radio stations via Public Affairs Office:
 WHUD at 100.7 FM WSPK at 104.7 FM WPDH at 101.5 FM
 WLNA at 1420 AM WBNR at 1260 AM WGNV at 1220 AM or 103.1 FM
2. Buses will run their regular routes at this earlier dismissal time.
3. CDC and Youth Services will be notified and will accept those children **early** who are scheduled to arrive there after school.

It is necessary that you discuss with your child the possibility of such an early dismissal so that he/she understands what you expect him/her to do.

Please indicate below how _____ should be released:

Name of Child

_____ Release my child as per usual (walk, bus, CDC, Youth Services, etc.)

_____ Keep my child at school, he/she will be picked up by parent, guardian or designated emergency contact (as per registration form) **within 20 minutes of the dismissal time.**

_____ Release my child as per the following instructions:

I understand that it is my responsibility to know/find out about the early dismissal by staying in touch with neighbors, co-workers and the above media outlets when bad weather is imminent or pending.

I understand that it is my responsibility to discuss a plan with my child so that he/she will know what is expected of him/her should an early dismissal occur.

Signature of Parent/Guardian

Date

Child’s Grade/Teacher: _____

Please see other side for Parent Plan for Major Event. _____➔

Major Event such as a terrorist threat or a nuclear facility accident: the school requires a specific permission when authorizing someone other than yourself to pick up your child, when normal busing and CDC/YS may not be available. If you choose to authorize such a person (or persons) please list their name(s) below. Please indicate if you prefer that your child be released to no one but his/her parent/guardian. This permission form will be kept on file for future reference.

I give the following person(s) permission to retrieve my child, _____,
from school in the case of an emergency evacuation: Name of Child

Name	Phone Numbers

Name	Phone Numbers

I prefer that my child be released **only** to his/her parents or guardian.

If my child is not picked up within 15 minutes, I understand that he/she may be evacuated to an alternate site in a staff member's POV, the location of which will be released by the school to the Command Channel and on USMA global email.

Signature of Parent/Guardian	Date
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Child's Grade/Teacher: _____

****When receiving emergency information, pay close attention to specific pick-up locations; your child may not be at the school.****