



Walnut Valley Unified School District  
**SOUTH POINTE MIDDLE SCHOOL**

*Home of the Panthers*

20671 Larkstone Dr. Diamond Bar, CA 91789

Tel. (909) 595-8171 FAX (909) 468-5201

**Assistant Principal:** Jeannette Schaller



**Principal:** Susan Arzola

**SSRAs:** 6<sup>th</sup> Grade: Courtni O'Connell 7<sup>th</sup> Grade: Christopher Sandoval 8<sup>th</sup> Grade: Natalie Gray

**Emergency Preparedness – Student Pick-up Protocol**

Dear Panther Families,

At South Pointe, student safety is of primary importance. Therefore, communication with families and the community will occur after our school staff have safely secured the campus and our students. Please familiarize yourself with the safety protocols in place at South Pointe Middle School in case of an emergency.

In the event of a fire or earthquake:

- 1) *Staff will direct students to the evacuation area.*
- 2) *The Campus Security Team locks all gates and monitors the entrances of the school to maintain order and ensure the safety of students and staff. No access to the campus will be permitted except to emergency personnel.*
- 3) *Teacher(s) will immediately take attendance, turn in attendance sheets and communicate any information about missing/injured students to the Command Post.*
- 4) *As needed, Emergency Response teams (i.e. First Aid, Search & Rescue, Security, etc...) will be dispatched.*
- 5) *Office staff will form the Student Release Team and get the emergency cards in preparation for student release.*
- 6) *Parents/Guardians or designated emergency contacts should report to the Student Reunion Gate at the Diamond Bar Bus Circle.*
  - *Students will only be released to individuals listed on their emergency cards with proper photo ID.*
- 7) *The Student Release Team will communicate requests for student pick-up to the appropriate teacher. Only the Student Release Team is authorized to release students to emergency contacts.*

Students will be stationed at South Pointe Middle School for as long as it is safe, unless directed differently by the district or local authorities. Depending on the nature, extent, and duration of the emergency, site decisions such as the relocation of students will be made in conjunction with the district and/or local authorities.

Please feel free to contact Jeannette Schaller at [jschaller@wvusd.k12.ca.us](mailto:jschaller@wvusd.k12.ca.us) or (909) 595-8171 with any questions or concerns.

Respectfully,

Dr. Susan Arzola  
 Principal  
 South Pointe Middle School

**Panther Pride.... It's EVERYWHERE!**

