

## EMERGENCY PROCEDURES REVIEW

Dear Parents:

It is important that you periodically review the Emergency Procedures. In addition, please also make note of the following:

- Only those people designated on the Emergency forms may pick up the student. **Under no circumstances will children be released to anyone not appearing on this form.**
- Designated pick up person MUST be 18 years or older. Siblings under 18 may NOT pick up students.
- Parents are NOT to call the office to verbally inform school who is going to pick up the student if that person is not written on the emergency form. In a major earthquake land lines, cell phones and the internet will not be working.
- Have your photo ID ready when picking up a student.
- Update and notify office *immediately* of any changes in numbers or designated pick up persons.
- Prepare your home emergency supplies

Please indicate on the tear off below if you are willing to come to campus in an emergency and be TRAINED by our disaster team. Thank you.

Tear Off

-----

Name (please print) \_\_\_\_\_ Phone# \_\_\_\_\_ e-mail \_\_\_\_\_

Student(s) Names \_\_\_\_\_ Grade(s) \_\_\_\_\_

Do you have any professional skills, training or talents? Please indicate \_\_\_\_\_

\_\_\_\_\_

CERT Training \_\_\_\_\_

First Aid Training \_\_\_\_\_

Other \_\_\_\_\_

# EMERGENCY PROCEDURES

Please read the following procedures carefully:

## Arrival Time (6:45-7:55AM)

If a school closing occurs during arrival time the following procedure will be followed:

- Children arriving after an all school closing will not be received onto the school premises. Parents are to assume full responsibility for their child(ren) under their care at this time. This includes carpools. Parents whose children are in carpools should predetermine their own reuniting procedure.
- Children who are here prior to school closing will be supervised by staff and follow procedures for reuniting.

## Prior to the End of the School Day

If an emergency closing has been called prior to the end of the school day, including after school sports, enrichment, tutoring and EDC, we will follow the following procedures:

- The reuniting area may be the classrooms, Grill Hall or the field. Parents are to wait in the student request line. If written release forms are used, please fill out one form per student. Students will be dismissed to those persons on the emergency forms only.
- Proper personal ID with photo will be required.
- All names of persons authorized to take a child from the facility must appear on the Disaster/Emergency Form. **Under no circumstances will children be released to anyone not appearing on this form.**
- An out-of-state contact to be used in an emergency should be listed on your emergency form. This number will be used, if we have outside access, to provide information.
- Be aware that no student will be released until ALL students are accounted for. The process requires diligence and patience for all involved.

## Lockdown

All students will remain in locked classrooms/Hall until lockdown is over. No parent may pick up a child during this time. Parent must wait until lockdown mode is rescinded.

\*\*\*\*\*

(We will send an emergency Connect- Ed. However, if that should go down, please listen to the radio or television regarding school closures; in general, our school will close if LAUSD schools close)