



EMERGENCY PREPAREDNESS NOTICE

Please save this bulletin for reference so that you are aware of our Emergency Preparedness Procedures.

Our students are housed in buildings that meet California state safety specifications.

We annually update our Emergency Preparedness Plan. We conduct fire drills, lockdown drills and quarterly “drop, cover, and hold” drills. All students and staff are required to participate in these mandated drills. Our faculty is regularly recertified in CPR and First Aid.

During an earthquake, an alarm or the teacher’s command will signal the students to drop, cover, and hold. When the quaking has stopped, students will be dismissed to safe, predetermined areas outside the buildings. They will remain outside until the buildings are judged safe by a qualified inspector.

During other emergencies, depending on the circumstances, students will be safely evacuated to pre-designated areas. They will not return to buildings unless it is safe to do so.

Telephone/Communication: It is likely that a major disaster will seriously curtail telephone service. If telephones should be operational following a disaster, their use must be restricted to reporting medical, fire, or other emergency information. Please do not call the school. The SchoolMessenger system will be our primary means of communication. Missed School Messenger messages can be retrieved by calling 844-419-7599. **We will provide information for parents to be released by radio on stations KNBR 680AM, KGO 810AM, and KCBS 740AM. The Marin County Office of Education website www.marinschools.org also reports emergency information, school closures, and re-openings. We will keep our Emergency Contact School updated: Mt. St. Mary’s School, Grass Valley (503) 273-4694.**

DISMISSAL: In the event of a major earthquake, or other disaster, children will not be dismissed. Children will remain under the supervision of school authorities.

Picking Up Your Child:

NO CHILD WILL BE RELEASED TO ANYONE OTHER THAN HIS PARENTS OR GUARDIAN EXCEPT UNDER THE

LOWING CONDITIONS:

- 1. The parent or guardian has *previously* provided written permission for the school to release the student to a particular person.**
- 2. The parent or guardian is able to reach the school, identify himself unequivocally, and request release to another who will be able to identify himself.**
- 3. When circumstances warrant that, in our best judgment, it would be in the best interest of the child to move him/her to an alternative place of safety.**



The I.D., signature, destination, phone number, and address of any person signing out a child will be required before the child will be released. If any of the above is judged to be in doubt, the child will remain in the care of the school.

Please minimize the possibility of a traffic jam and additional roadway hazards and facilitate the efficient release of children by walking to school when possible. It is vital that access to emergency vehicles not be impeded.

We urge parents to make clear to their children that in an emergency, they should not leave the school premises without proper permission.

Recognizing that planning is the best defense, we strongly encourage you to develop a DISASTER PREPAREDNESS PLAN for your home and hold regular discussions and disaster drills with your children and others in your household. If you have questions about emergency preparedness or if you would like to volunteer to help us during emergencies, please do not hesitate to contact us.