

EMERGENCY PREPAREDNESS PROCEDURES

Effective disaster preparedness requires everyone's participation.

School Staff

- ❑ Will insure that the school's primary role in an emergency is to care for the safety and welfare of children for the duration of the school emergency.
- ❑ Will instruct students through regularly scheduled practice drills in emergency procedures for fire, earthquake, bus safety and local disasters.
- ❑ Will keep students in the safest location on the school campus until they can be safely reunited with their families.
- ❑ Will consider relocating to a safer location when occupation of the school becomes unreasonable due to unsafe conditions.
- ❑ Will remain continually aware of their responsibilities as stated in the School's Emergency/ Disaster Preparedness Plan.

Students

- ❑ Will understand that all school emergency procedures are developed to avoid confusion, prevent injury, and save lives in case of disaster or school site emergency.
- ❑ Are instructed through regularly scheduled practice drills in the emergency procedures for fire, earthquake, bus safety and local disasters.
- ❑ Are required to follow instructions of school staff members at all times and take seriously their responsibilities in an emergency.
- ❑ Should be instructed to seek adult supervision at school or home in case an emergency occurs while en route to and from school.
- ❑ Will remain under school supervision until reunited with their parents and should know the person(s) designated by their parents to care for them in the event that their parents are not available.

Parents

- ❑ Please remember that schools *will not send children home* in an emergency unless dismissal can be done with complete safety.
- ❑ Must be certain that accurate and complete Emergency Information for each child is given to the school each year and that the school is notified promptly of any changes.
- ❑ Should ensure that their children are instructed to seek adult supervision at school or home in case an emergency occurs while they are en route to school or home.
- ❑ Should become aware of, support and reinforce, the District-wide Emergency Preparedness Plan and how their children's school will implement it.
- ❑ Should monitor the Emergency Broadcast System for information related to the schools.

To Prepare Children for Emergencies

- ❑ Develop a family disaster preparedness plan.
- ❑ Discuss and practice plan implementation with your children.
- ❑ Make children aware of person(s) designated by parent to provide care if parent is not available.

To Prepare for Emergencies, Have on Hand

- ❑ A list of emergency telephone numbers: fire, police, ambulance, school
- ❑ A battery-operated radio (hand-held or car radio)
- ❑ A flashlight (with fresh batteries)
- ❑ A first aid kit including necessary medicine
- ❑ Water (2 quarts to 1 gallon per person per day). Bottled water stored away from sunlight has an indefinite shelf life.

- ❑ Food (canned foods and powdered milk for at least one week's meals) and for your pet(s)
- ❑ A pipe and crescent wrenches to turn off gas and water (know where your gas, electric and water main shutoffs are and how to shut them off.)

In an Emergency, Follow These Basic Rules:

- ❑ Don't panic.
- ❑ Don't use your telephone, except to report medical or fire emergencies.
- ❑ Keep streets clear for emergency vehicles.
- ❑ Cooperate with public safety officials. Don't go into affected areas unless your help is requested.
- ❑ Listen to your radio (battery operated) for information and damage reports.
- ❑ Keep informed and don't repeat rumors.