

San Marino Unified School District

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2007

IMPORTANT

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TO: ALL PARENTS

FROM: GARY W. WOODS, SUPERINTENDENT

SUBJECT: **EMERGENCY PROCEDURES AND DISASTER PREPAREDNESS**

This summary is being issued to inform parents of the school district's plans for handling emergencies of this type. These rules encompass only the best planning which can be provided with our own facilities. PLEASE READ THESE CAREFULLY, DISCUSS THEM WITH YOUR SON/DAUGHTER AND MAKE THE HOME PLANS WHICH YOU DEEM NECESSARY. We will make every effort to keep you informed if procedures are changed.

Please note: Each school will have plans specific to their site.

EMERGENCY PROCEDURES AND STUDENT RELEASE PLAN

I. DURING SCHOOL HOURS

- A. Regardless of whether it is an alert or actual disaster, all students will be held at school (except as stated in "B") until the school principal is notified by the Chief of Civil Defense, the Superintendent of Schools, or other proper authority to release students.
- B. EARLY RELEASE – Until notification is received to send students home. PRIMARY STUDENTS WILL BE RELEASED ONLY TO THEIR PARENTS, OR AN ADULT LISTED ON THE CHILD'S EMERGENCY CARD, FROM THE CLASSROOM BY THE TEACHER. Huntington Middle School or San Marino High School students may leave with parents or adults listed on the Emergency Card.
- C. Students remaining at school will be released to return home on foot or by their own transportation when official notice to do so is received.
- D. It is recommended that parents give careful consideration to the arrangements made for their son/daughter to be picked up by designated persons or to go to a neighbor's home in case parents are away. MAKE SURE NAMES ON EMERGENCY CARDS ARE UP-TO-DATE.
- E. More specific information will be forthcoming from your individual site principal regarding assembly areas and site emergency procedures.

II. BEFORE OR AFTER SCHOOL HOURS

Keep your son/daughter at home until the Chief of Civil Defense, the Superintendent of Schools, or other proper authority gives instructions by radio, telephone or other media or communication.

III. GENERAL INFORMATION AND INSTRUCTION

In the event of an emergency or disaster, the following bell signals will be given:

- CODE RED: One long, continuous tone. Stay in rooms and lock doors.
(chemical or hazardous material incident; lock down procedures.)
- CODE GREEN: A series of short ringing bells. Evacuate rooms immediately.
(fire; bomb threat; explosion/aircraft crash/ similar incident)

PLEASE SAVE