

To: Parents of Einstein Students
Date: November 2011
Subject: Emergency Procedures

We take student safety very seriously at Einstein Elementary. In the event that we have a natural disaster or other emergency, we have a set of procedures that we put in place to keep everyone safe and accounted for. We have practiced the procedures we will follow in the event of an earthquake and what to do when the fire alarm goes off. We also practice the procedures to keep your children safe in the event of a lockdown and how to shelter in place if the environment outside becomes unsafe.

We have emergency supplies on campus and can take care of everyone for an extended period of time. However, if you feel that you need to pick up your child during an emergency, we will have the following procedures in place.

PICKING YOUR CHILD UP AFTER AN EMERGENCY:

After an emergency, it will take some time to account for all students and staff and get set up for the student release process. Please wait 30 minutes after an event before coming to school if you feel you need to pick up your children. After some events (minor earthquake with no structural damage to the school) students and staff will be allowed back into the school and the school day will continue as a normal day. If it is a city wide emergency it may be safest for you to remain where you are. Roads may be damaged and power lines may be down. If we are in a lockdown or shelter in place, the district will determine when we can release students to parents. Typically during those types of emergencies no one is allowed to enter or leave the building except for emergency personnel.

PICK-UP PROCEDURES WHEN STUDENTS HAVE BEEN EVACUATED FROM THE BUILDING:

Note: It is important that you DO NOT leave without signing your children out.

1. Park in the outer parking lot
2. Go to the **Student Request Table** located at the picnic table area via the bridge across from the school's main entrance. You will need to have your ID ready and will be asked to fill out a "Student Release" form for each child you wish to pick up.
3. A school representative will verify you are authorized to take the children you have requested by cross checking the "Student Release" form with the "Emergency Release" form which you turned in at the beginning of the year.
4. A runner will be sent to get your children from the **Student Care Area**.
5. You will be asked to move to the **Student Release table** located by the flag pole/cul de sac area. Your children will be brought to you there. You may depart the school grounds once your paperwork has been checked.

VOLUNTEERING DURING AN EMERGENCY:

In the event of an emergency when we have evacuated the building, we may have opportunities for volunteers to help in a variety of ways. If you are willing, please go to the **volunteer table** located near the student release table. Staff will sign you in and assign you a team/area to help.

Thank you in advance for you cooperation.