

EMERGENCY PREPAREDNESS

In the event of a major emergency, stay calm and be sure to keep yourself out of danger! Remember that your children know what to do because they drill regularly. Please do not call the school; there may be no answer due to evacuation or an overwhelmed telephone system. It is recommended that all roads stay clear for two hours after an earthquake. The district recommendation is to listen to the radio and check the internet for information about school closure or emergency pickup. Check your own home before leaving it to make sure it is a safe place to take your children. When you arrive at the school, please follow check-out procedures. **Bring your photo ID** with you and go to the **Parent Check-in** location. Setting up this station will take some time, so please be patient. At the Parent Check-in location you will have to fill out a request form for each child you are picking up. Remember that the **teachers cannot release your children to you** without a request form. If possible, feel free to offer services at the volunteer station.

Do's

- Do stay calm
- Do listen to a radio for information
- Do check your own home before leaving it
- Do bring photo ID
- Do go to the parent check-in location
- Do fill out a request form for each student
- Do consider volunteering

Don'ts

- Don't call the school (phone lines may not be available)
- Don't use cell phones (the system may be overwhelmed and crash)
- Don't drive/put yourself in danger
- Don't Panic

Please remember to keep your children's student information cards up to date and accurate. If you move, had a change in a family situation, change jobs or phone numbers, take a moment to come into the school office and update your information.

The following websites can offer more information regarding emergency planning:

<http://www.lwsd.org>

<http://www.ready.gov>

<http://www.redcross.org/services/disaster>

<http://www.fema.gov/areyouready>

<http://www.fema.gov/kids/nse>