

General Emergency Information

PARENTS- IN CASE OF EMERGENCY PLEASE FOLLOW THESE INSTRUCTIONS:

DO NOT call or rush to the school.

- Telephone lines and staff are needed to handle emergency actions.
- Driving to the school will block roads and limit access for emergency vehicles.

DO NOT call or text message your child in school.

- For safety reasons, students and staff are urged not to use telephones.
- Cell towers are needed for emergency and school staff communications
- Cell towers may become overloaded if several hundred parents and students make calls

DO

- Follow the outlined procedures below for student release from school in an emergency.

First Avenue Middle School is prepared to handle an emergency or disaster should one occur. We have an Emergency Plan in place that outlines procedures for both students and staff in the event of an earthquake, fire or campus intruder. Drills are conducted throughout the school year to practice emergency procedures.

It is important for parents to understand our plan and know what to do when they arrive at school to pick up their children after a disaster. What follows is some helpful information to keep in mind in the event of a real emergency.

Objectives of our Emergency Plan are:

- ➔ To provide action which will minimize injury and loss of life of students and school and emergency personnel if an emergency occurs during school hours.
- ➔ To ensure the safety and protection of our students and school personnel during a lock-down or immediately after a disaster.
- ➔ To arrange for a safe and efficient student release to parents.

To meet these objectives, the following actions would be implemented:

We Will:

- ➔ Give students appropriate instructions in the event of an emergency.
- ➔ Lock classroom doors, close window blinds, and keep students calm in the event of a lockdown.
- ➔ Guide students in safe evacuation of the building in the event of a fire or earthquake.
- ➔ Upon arrival at assigned evacuation location, take roll to ensure that all students are accounted for.
- ➔ When roll has been taken, teachers will report their findings to the Command Center – including reporting any students in need of additional assistance.
- ➔ When appropriate, students will be directed to their assigned location on the field and all school personnel will disperse to their assigned tasks.
- ➔ Co-ordinate safe release of students to their parents.
- ➔ Administrators will establish and maintain contact with District Personnel so that they may keep parents informed.

We recognize that when an emergency occurs parents will be worried and will want to be reunited with their child as quickly as possible. It is our intention to make this happen. However, to ensure every child's safety, specific procedures have been established for releasing students.

Student Release Procedures:

Our Student Release area is located at the gate on the northwest corner of the field, on California just east of Santa Anita (see map attached). Parents will be required to adhere to specific procedures to pick up their child. Staff will work hard to ensure this process takes place without delay but please understand it will not happen instantaneously and we ask for your patience when you arrive at the Student Release area.

- Students will only be released to their parent, legal guardian or an emergency contact listed in the Emergency Health section that was completed at registration.
- Valid identification is required to pick up your student. Even if school personnel know you, you must still present I.D. as the school may be receiving assistance from other schools or agencies.
- You will be required to sign for the release of your student. This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child from the school without signing for his/her release. We will keep a written record of each student and to whom they have been released.
- Once you have been reunited with your student, please leave the area immediately.
- If you are unable to pick up your student he/she will be kept on campus until alternate arrangements can be made.

What you can do to help:

- **In the event of an actual emergency, please DO NOT CALL THE SCHOOL and DO NOT CALL YOUR CHILD'S CELL PHONE.** Parents are asked not to call the school or their child's cell phone during an emergency as the phone lines need to remain available for handling the actual emergency. Overloading the phone system may mean that the school will not be able to communicate with first responders. Additionally, cell phone towers may become overloaded in an emergency.
- Ensure that your child's emergency contact information is correct and up to date. If you need to make a change, please notify the school office immediately.
- Make sure that all adults listed on the emergency contact information are aware of the procedures outlined above, particularly the information regarding Student Release.
- Talk to your child about who may pick them up during an emergency if you are not available. Knowing this information in advance will help calm both child and parent.
- Follow the directions of school personnel.
- Cooperate fully with public safety officials.
- Subscribe to Nixl = nixle.com/register/ "For the most recent information, parents should subscribe to Nixle for the most updated emergency related information."

Disaster Emergency Student Pick-Up Map

STUDENT
PICK-UP
AREA

