

**POST THIS NOTICE IN A CONSPICUOUS PLACE AND REFER TO IN CASE OF AN EARTHQUAKE**

**Santiago Hills Elementary School**

Dear Parents,

This letter is to inform you of the procedures which will be used by the school in the event of a major earthquake. The Emergency Preparedness Committee had been working over the past year to refine our procedures in the event of a major earthquake. We are within the state recommended timeline for acquisition of emergency supplies and our staff are being inserviced in specific emergency responsibilities. Our goals are to:

- Verify location and well-being of students and staff
- Provide emotional and physical aid as needed
- Release students and staff in an orderly and safe manner

- 1) At the first sign of an earthquake, teachers will issue the "DROP" command.
- 2) Students will regularly drill on proper drop and evacuation procedures.
- 3) Students will evacuate to a central Emergency Assembly Area and be supervised until the building can be reoccupied and/or a parent or responsible adult arrives to pick up student(s).

**RETENTION OF STUDENTS**

In the event of a major destructive earthquake all students will be kept at school until they can be released to their parent or other authorized adult who can come to pick them up. Please do not attempt to call the school as either phone lines will be down or must be kept open for emergency use. While we understand parents concern regarding the well being their own child(ren), in order to safely account for all children we must insist that you follow the following release instructions:

**STUDENT PICK UP PROCEDURE**

School access will be limited and the campus will be secured in the event of a major quake. Students will be released as soon as all are accounted for.

- 1) Go directly to the *Information Table* located in front of the school for information regarding your child(ren).
- 2) Proceed on to the *Student Release Table* located on the grassy knoll area at the right of the *Information Table* where your child(ren) will be brought to you.
- 3) Sign the checkout sheet and take child(ren) from the school grounds. Your child(ren) will be asked of he/she feels safe and is willing to go home with someone other than the parent if a person requests them.

**PARENT VOLUNTEERS**

We will utilize the services of parents as EMERGENCY VOLUNTEERS at the school site in the event of a major quake. If you are a nurse, doctor, firefighter or policeman and a major quake should occur, we would appreciate your assistance at the school site, in the event you are "off duty."

**Please complete the attached form and return this release immediately.**

**EMERGENCY/EARTHQUAKE RELEASE  
SANTIAGO HILLS ELEMENTARY SCHOOL**

STUDENT'S NAME \_\_\_\_\_ GRADE \_\_\_\_\_  
HOME PHONE \_\_\_\_\_ TEACHER \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
MOTHER'S NAME \_\_\_\_\_ WORK # \_\_\_\_\_  
FATHER'S NAME \_\_\_\_\_ WORK# \_\_\_\_\_

The following people may pick up my child(ren) during a major emergency:

1. \_\_\_\_\_ 4. \_\_\_\_\_  
2. \_\_\_\_\_ 5. \_\_\_\_\_  
3. \_\_\_\_\_ 6. \_\_\_\_\_

\*\*\*Special medical/health needs \_\_\_\_\_