

# LAS LOMITAS ELEMENTARY SCHOOL DISTRICT

## Emergency Planning: Instructions for Parents

We in the Las Lomas Elementary School District are dedicated to providing a safe place for all our children – especially in the event of a major earthquake, disaster, or other emergency. We are asking all parents to cooperate with us by reading this information carefully, sharing it with your children, and adhering to the procedures outlined below.

### **ADVANCE PLANNING:**

1. Ensure your contact information in InfoSnap is updated.
2. Renew your arrangements with the individuals designated as emergency contacts in InfoSnap each year. If unable to reach you, these are the only people the school will try to contact in the event of a disaster.
3. Arrange with neighbors for an alternate home to which your child should go if you are not at home.

### **IN THE EVENT OF A MAJOR DISASTER EMERGENCY:**

1. If there is a major earthquake or other disaster and damage appears to be extensive, come to school as soon as possible to pick up your child and any others for whom you are designated to be responsible. Your child will be cared for until you are able to pick up your child.
2. **DO NOT CALL THE SCHOOL.** The telephone lines will be needed for emergency communication. The school/district will contact you via our emergency communication system. Updates will be provided.
3. **PARK ON THE STREETS.** Leave all driveways, traffic lanes, and parking areas clear for emergency vehicles. If necessary / possible, park a few blocks from school and walk to pick up your child at the designated check-out area. Site personnel will be on hand to direct you.
4. If the earthquake / disaster occurs while the children are:
  - **Walking To School** - they should continue on to school
  - **Walking Home** - they should continue on home
  - **Waiting At The Bus Stop** - they should return home or go to a home known to them for which you have previously made arrangements
  - **On The Bus Going To School** - the bus will continue on to school
  - **On The Bus Going Home** - the bus will continue on its route if it is safe to do so. Children should return home or go to a home known to them for which you have previously made arrangements. If the route is unsafe to travel, they will be brought back to school.
5. Children will be released only to their parents or others listed on the InfoSnap emergency form and who present identification. In case your child cannot be picked up before the end of the school day, he/she will be assigned to an emergency location until you arrive. Come to the school as soon as you can.
6. After school hours, information will be located at the school office as to who to contact if further information is needed. It will indicate:
  - **If your child has been picked up and the name of the person to whom he/she has been released,**
  - **The names of children who are still at school**
  - **The name / location of any emergency center to which a child was released.**

**Please keep these instructions where you can find them easily in case of a disaster.**