



## INFORMATION FOR PARENTS EMERGENCY PROCEDURES



Listed below are the procedures which will be used by the school in case of emergencies. If such an event occurs, please do not call the school after an emergency to check on your child. We understand your concern, but these lines must be kept clear for emergency use. Once the school is secure and safe, you will be contacted via School Messenger with further instructions. Our emergency trailer is located in the church parking lot and is equipped with all necessary emergency supplies and contact information.

### EARTHQUAKE & FIRE PROCEDURES

1. At the first sign of an earthquake, teachers will issue the “DROP COVER” command.
2. The Director or administrative designee will check the campus for safety hazards before beginning an evacuation.
3. In the case of an earthquake and/or fire, the teacher will assess that all the children are safe to exit. Teachers will prepare to EVACUATE the children to the parking lot. Faculty is instructed to wait for a safety clearance from the Director or administrative designee before evacuating children to the parking lot.
4. Students will be kept together by class while they wait for parents to arrive.

### LOCKDOWN PROCEDURES

1. Faculty will be alerted of a lockdown using a verbal code via walkie talkie, phone or verbal message.
2. 911 is called immediately after the faculty has been alerted.
3. Faculty and children evacuate to their designated rally location or to a secure area.
4. Once the children and faculty are in a secure area, the faculty will await further instructions from law enforcement.
5. Parents will be notified via School Messenger regarding pick-up locations and further instructions.
- 6.

### PICK-UP PROCEDURES FOR PARENTS AND AUTHORIZED ADULTS

All gates will be LOCKED and the campus will be secured. We will not begin releasing students until we have accounted for everyone. The gates will be marked as follows: (Please refer to the map on the reverse side of this page.)

### REUNION and INFORMATION GATE Parking Lot gate (#1 on the map).

Parents and authorized adults on the child’s Emergency Disaster List must come to this gate to request pick-up of a child. Children will ONLY be released to authorized adults listed on the Emergency Contact Form. The parent or authorized adult must provide a picture ID and sign-out the child before release.

ALTERNATE GATE LOCATIONS: See #2 and #3 on the map. If Gate #1 is not safe for dismissal, one of the two Fremont Avenue gates will be utilized.

**St. James Parish Day School  
Emergency Procedures for Faculty  
Earthquake and Fire**

**Every Classroom & Chapel has:**

- First Aid Kit
- Emergency Release forms for each child
- Sign out sheet for all classes

**When a disaster occurs:**

1. Tell students to DROP and COVER THEIR HEADS (this must be practiced monthly)
2. In the case of an earthquake, when the shaking stops and you have assessed that all the children are safe to exit, prepare to EVACUATE the children to the parking lot. Wait for clearance from the Director or administrative designee.
3. Once your class is outside TAKE ROLL.
4. Stay in the parking lot until you are told that it is safe to return to class.
5. If it is unsafe to return to your classroom, you must stay with your children until every child has been picked up by a parent or authorized person. We will only release children to those adults whose names are on the child's Emergency Release Form, no exceptions.
6. We will release children from Parking Lot Gate only.

**Emergency Teams:**

In the event of a disaster the teams listed below will be primarily responsible for the following. Teachers and aides will first see that the students in their own classrooms are safely evacuated before they assume any other responsibilities.

**Administrative team**- Kim Goodrich, Christine Ramirez

Responsible for:

1. Supervision of the overall operation
2. Seeing that all children are safely evacuated
3. Closing and locking the parking lot
4. Communicating with parents, church personnel, fire and police departments

**Sweep Team** Floater teacher and John Kerr - Shut off gas

1. Lock all gates
2. Sweeping the entire campus checking for missing children
3. Searching every classroom, bathroom and other inside locations
4. Searching every outside location to make sure that all children have been safely evacuated

**First Aid Team** Team members will be assigned after all children are safely evacuated.

Responsible for: Assisting others with first aid as necessary

Kassandra Epinosa , Mary Melara , Lauren Jackson

**Student Team** Team members will be assigned after all children are safely evacuated.

Responsible for: Assisting with students who are frightened or injured.

Gina Wilson , Bonnie Billmeyer , Yolanda Allen

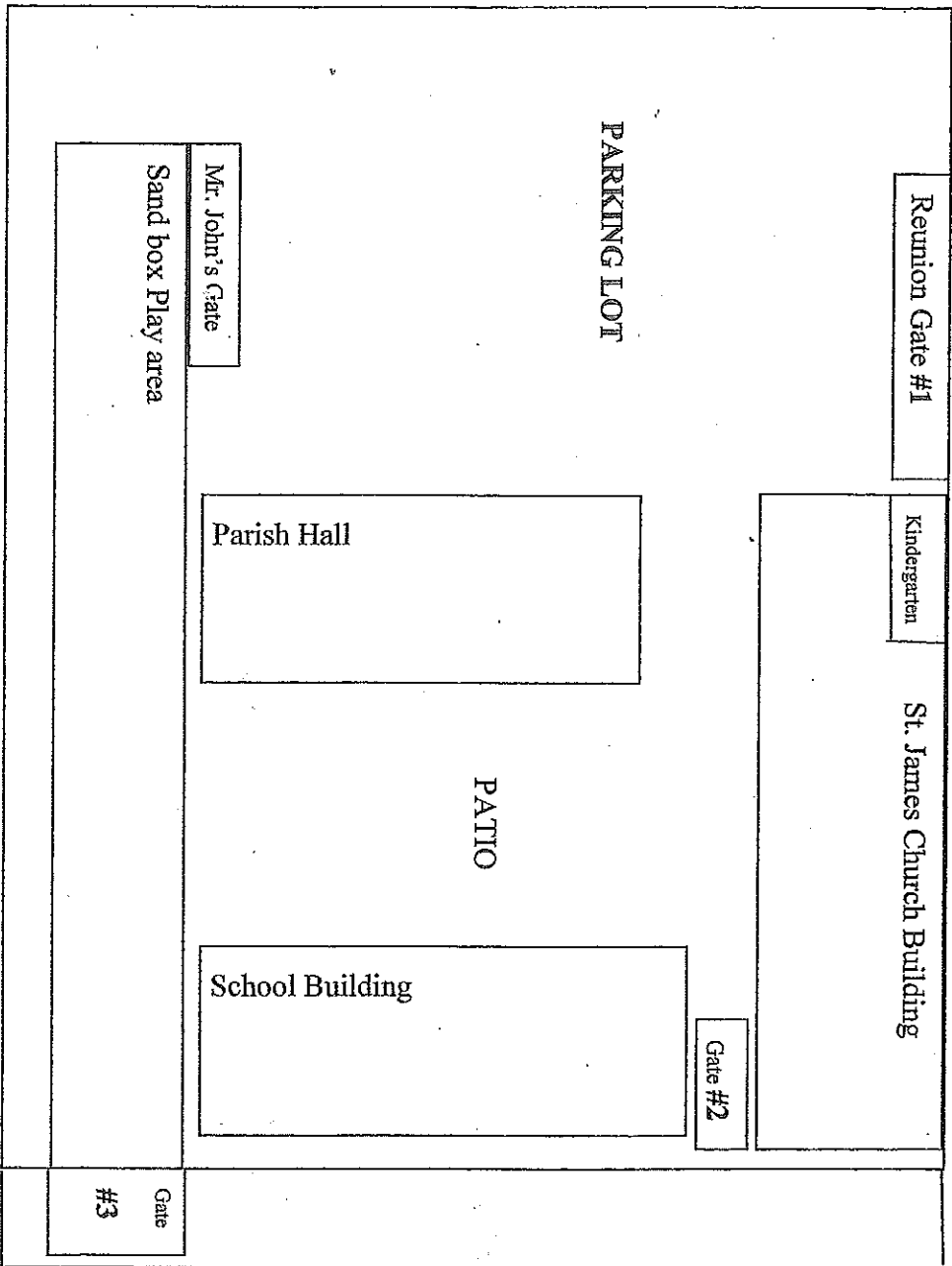
**Parent Team** Team members will be assigned after all children are safely evacuated.

Responsible for:

1. Staffing Parent Release Gate.
2. Communicating with parents as they arrive to pick-up their children.

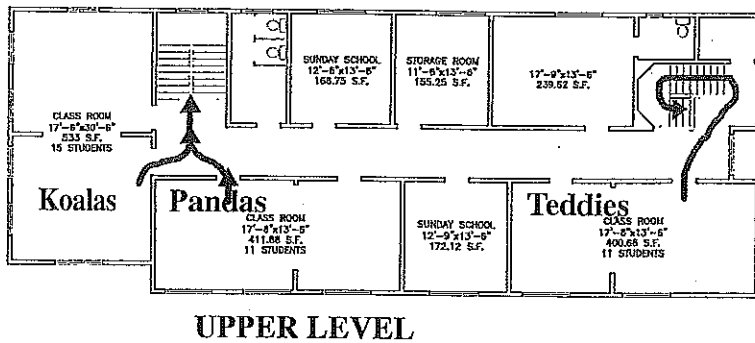
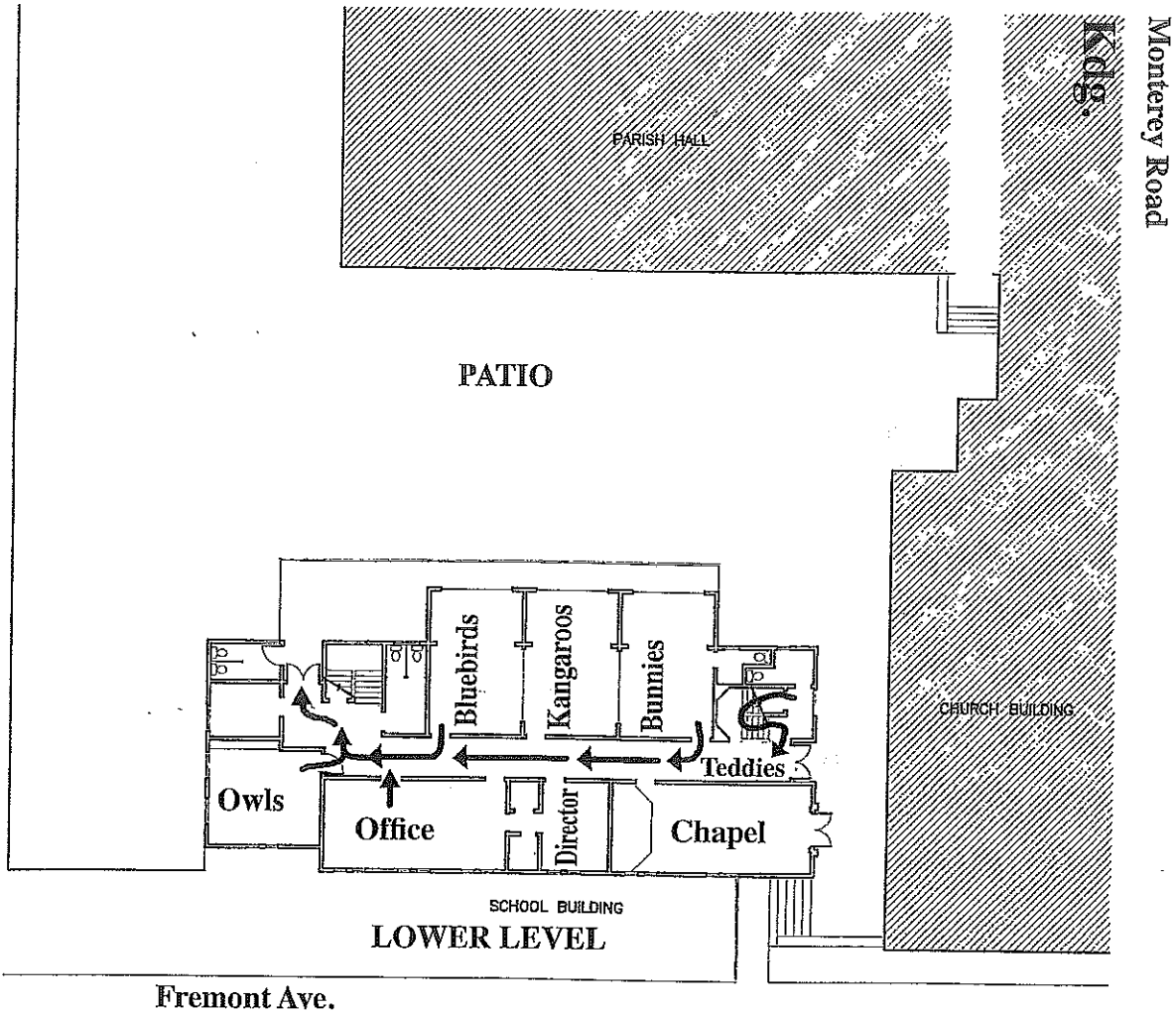
Megan Gardner                      Monique Gutierrez ,                      Beverly Ohigashi

Monterey Rd.



Fremont Ave.

St. James Parish Day School Emergency Evacuation Map



Fremont Ave.

