

The Most Common School Emergencies

Emergencies are by definition rare, but the following are among those that have occurred (elsewhere, if not locally) and for which the emergency consortia plans:

- **Fire**, either at the school itself or on neighboring lands.
- **Earthquakes**, and other natural disasters.
- **Shooting or crime** at the school or in the neighborhood.
- **Missing person or student.**
- **Unexpected death or serious injury** to school staff, a student, or a family member.
- **Bomb threat**, which may result in an evacuation.
- **Intruder** reported at the school.
- **Chemical/Hazmat/Biological Materials** spill or threat.
- **Severe weather:** Even in California we can have snow, floods, high winds, and the occasional tornado.

Talking to Your Child

After being reunited following a school emergency, parents should talk to their children. Here are some tips:

- Listen to and acknowledge your child's concerns.
- Offer reassurance that your child is safe and that additional precautions are being taken by the school.
- If children continue to be anxious or disturbed, seek help from school staff or a mental health professional.



PREPARATION AND PROCEDURES

How You Can Be a Prepared and Helpful Parent

Don't Call The School! Don't Call Your Child!

Those are the first things you'll want to do. But school staff and phone lines are needed for emergency efforts, and staff and students are often discouraged or prevented from using cell phones for safety reasons.

Don't Get Into The Rumor Mill

Rely on official communications from school and public safety officials. These will be made through KSCO radio (1080 AM), in Spanish on Estereo Sol (99.1 FM) or through school websites listed elsewhere in this brochure.

Be Prepared

Make sure that your child's emergency information is current (including to whom the child can be released) and that you have clipped and saved the emergency procedure card at right and have it in possession at all times.



Emergency Procedures and Terminology

In reading or listening to official communications, it helps to be familiar with these terms:

Lockdown: All school doors are locked and students are confined to classrooms in response to an internal or external threat. Until an all-clear announcement is made, no entry into or exit from the school will be allowed.

Shelter in Place: Students are moved to a designated area as protection from hazardous materials or severe weather. No entry or exit until all-clear announcement.

Evacuation: Students are relocated from the school to a designated evacuation assembly area. They will be released only to parents or guardians with photo ID and with permission from a school official.

Reverse Evacuation: Students are moved from the outside of the school to the interior, in response to a threat. Again, the campus is closed to entry or exit until an all-clear announcement.

Reunification: Parents/guardians will be directed by school and public safety officials to their child's location once it is safe to do so. Students will be released only to parents and documented emergency contacts with photo ID.

Keep This Information In Case of Emergency

This section of the brochure is designed to be clipped and saved so you will always have emergency information with you.

Before clipping, please take a minute to fill out the information on this form and to be sure it is entirely correct. It is particularly important to be sure you have an accurate listing of the people authorized to pick up your child in case of emergency, as school officials will not be able to release your child to an unauthorized person.

Also, please be sure to write down your school's unlisted hotline for recorded emergency information and use only that, or check the website, which is listed on the reverse of this panel.

SCHOOL EMERGENCY CONTACT INFORMATION

* In an emergency, please **DO NOT CALL** the school and tie up the school telephones. Use the designated hotline for recorded information.

SCHOOL HOTLINE: _____

Emergency Information: KSCO 1080 AM

Spanish: Estereo Sol 99.1 FM

Call 911 ONLY if you have a life-threatening emergency. Do not call 911 for information.

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IN THE EVENT OF AN EMERGENCY

- ▶ Remain calm.
- ▶ Call the school hotline for recorded information. Do not tie up the school telephone lines.
- ▶ Bring a photo ID with you to school.
- ▶ Park only in areas designated for parents; leave room for emergency vehicles. Walk to school, if possible.
- ▶ Follow the directions of school personnel. Cooperate fully with public safety officials.
- ▶ Pick up all children for whom you are authorized.
- ▶ Leave campus as soon as you are reunited with your child and the others released to your custody.

School Websites

- Bonny Doon Union Elementary
www.bonnydoon.santacruz.k12.ca.us
- Happy Valley Union Elementary
www.happyvalley.santacruz.k12.ca.us
- Live Oak
www.lodo.santacruz.k12.ca.us
- Mountain Elementary
www.mountain.santacruz.k12.ca.us
- Pacific Elementary
www.pacific.santacruz.k12.ca.us
- Pajaro Valley Unified
www.pvUSD.net
- San Lorenzo Valley Unified
www.slv.k12.ca.us
- Santa Cruz City
www.sccs.santacruz.k12.ca.us
- Scotts Valley Unified
www.svUSD.santacruz.k12.ca.us
- Soquel Elementary
www.soqueldo.santacruz.k12.ca.us



Emergency preparedness and coordination are services offered by the Santa Cruz County Office of Education, which assists local school districts by providing programs that are better leveraged at a countywide level. The County Office of Education provides collaborative services and partnerships that create fiscal efficiency and advance educational opportunities for students.

CONTACTING OUR OFFICE:

Address: Santa Cruz County Office of Education
 400 Encinal Street, Santa Cruz, CA 95060.

Phone: 831.466.5600

Fax: 831.466.5607

Web site: www.santacruz.k12.ca.us

Department Contact List:

www.santacruz.k12.ca.us/contacts.html

School Emergencies: We Are Prepared

As a parent you want to know that your public schools are prepared for emergencies and ready to do whatever it takes to keep your child safe. You also want to know what you can do in case of an emergency.

Since the 2005 award of the Federal Emergency Response and Crisis Management Grant, Santa Cruz County Office of Education has taken the lead in coordinating countywide school safety efforts. We collaborate with all school districts to ensure school sites have the most up-to-date emergency plans, aligned with all county, state and federal regulations.

To assist in these ongoing efforts, we facilitate the County Safe School Consortia, comprised of local fire and law enforcement agencies, Office of Emergency Services Health Services Agency, Red Cross, Emergency Communications Center (911), and representatives from the county's 10 school districts.

Its goal is to ensure that the vulnerability and needs of all school sites are addressed and that school personnel are prepared to respond to a wide range of natural and man-made threats that could jeopardize our children.

Procedures are in place for mitigation, preparedness, response and recovery for the breadth of manmade, natural, environmental and health emergencies that could possibly impact our community and local schools. We urge you as a parent to review this brochure, clip and save the emergency information on the far right flap, review details at our web site www.santacruz.k12.ca.us, and contact us if you have questions. When we're prepared, our children are safer.



EMERGENCY RESPONSE A Guide for Families



Michael C. Watkins
 County Superintendent of Schools

SCHOOL EMERGENCY / EVACUATION CONTACTS

Student _____ Grade _____

School _____ Phone _____

Physician _____ Phone _____

People to whom I have the authorized the school to release my child:

Name	Phone	Cell / Pager

Out-of-state contact /phone: _____
 (See other side)

TO PREPARE FOR AN EMERGENCY

- ▶ Make certain your child's school emergency contact card information is accurate and up-to-date.
- ▶ Notify the adults you authorize of any special medical or dietary requirements your child has.
- ▶ Let your child know who will make the pickup at school if you are unable to do so.
- ▶ Keep emergency supplies in your car, including comfortable shoes, water and warm jackets.
- ▶ Designate an out-of-state contact to relay family emergency information.

(See other side)