

Emergency Preparedness Plan

During an emergency the following procedures will be followed:

1. Maximum supervision for the safety of students is a top priority.
2. During an earthquake (shaking), children will stay indoors.
3. Buildings will be evacuated when trembling stops. Fire Drill procedures will be followed.
4. Children will be assembled on the playground with their teacher.
5. Children in RSP, Reading Lab, Computer Lab, office, nurse's office, etc. will report to their teacher and join class on playground.
6. Every effort will be made to secure emergency help, if necessary.
7. All school campus entrances and exits will be secured.
8. Buildings will be checked by custodian for any utility disruption (gas, water, electricity) and information will be reported to principal.
9. Personnel will be assigned to monitor radio (portable or automobile) communications.
10. Student(s) will be, released to parents or authorized persons only.
11. Each classroom is supplied with a limited amount of basic emergency supplies.