

# **Emergency Plan for the Los Gatos Union School District Standard Operating Procedures**

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**(School Name)**

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**(Principal Name)**

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**(School Address, Phone #, Website)**

The purpose of this document is to provide site leadership and staff a clear outline of emergency protocols. This is not meant to replace the SB 187 Safe School Plan, rather it is designed so it can be used as a resource in order to prepare your school site, and train your staff in the event of a disaster. It includes organizational structure & roles, an outline of how to respond to various hazards, timelines and training expectations/materials as well as a template for a site-specific “grab & go” binder.

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