



# SAN MARINO HIGH SCHOOL

## SMHS Earthquake & Disaster Procedures

In the event of a significant earthquake or other disaster, which may necessitate the closing of school, parents should be aware of the following information.

If it is necessary to close school, students will only be dismissed according to written parent directions as reported on the Emergency Release Authorization Form, which is provided in every registration package at the beginning of the year. It is extremely important that this form is kept up to date. Forms are on file in the APO.

**PARKING:** Parents or authorized adults who have come to pick up students may park only on side streets. Parking will not be permitted in the east or west lots, as emergency vehicles must have access through these driveways. Police request that you do not park on Huntington Drive to minimize congestion. There will be staff present at the entrances to SMHS to help direct you.

**CHECKOUT LOCATIONS:** Student checkout will take place at the gates on both the east and west sides of the football field. Those authorized to pick up students should enter the campus by walking up the west or east driveways and report to the check out location. There will be staff members there to direct you.

**CHECKOUT PRECEDURE:** When you come to pick up a student you are to take the following steps:

- Report to either the east or west gate of the football field. Give the name of the student(s) you are there to pick up. You need to present your identification, and you will be asked your relationship to the student. This information will be checked against the Emergency Release Authorization Form.
- The name of the student(s) will be called (or a runner will be dispatched).
- Once your student has arrived, staff will note the time. Please leave as promptly as possible so that congestion is minimized.
- In the event a student has been authorized to sign himself or herself out (done at the time of registration), they can report to the "self-check out" table at either gate. Once they have signed their name and the time noted, they may depart. Note – students authorized to check themselves out may also check out younger siblings. Older siblings must sign for their younger siblings before checking them out.

In the event of a significant quake or other disaster, please do not call the school, as the school will be unable to respond to calls. Schools will have the ability to tie into the district offices and, in turn, to local emergency services. It is extremely important to follow the procedures established, to avoid panic, and to allow school and community personnel to perform the functions for which they have been trained. If you have any questions about disaster preparedness at the high school, please phone the Assistant Principal's office (APO) at (626) 299-7047.

PLEASE KEEP THIS SHEET FOR FUTURE REFERENCE