

Castaic Elementary School's Emergency Preparedness Plan

Parent's Guide – Earthquake Evacuation Procedures

1. Students will be instructed to drop and cover.
2. Once the shaking stops, students will proceed to the **assembly area** on the blacktop.
3. Teachers will immediately take attendance. Names of any missing/hurt children will be reported to the **Command Center**.
4. The **Search and Rescue** team will be dispersed at this time.
5. Students will then proceed to the **Dismissal Assembly Area** on the yard, where they will sit in their color groups. **They will be reunited with any siblings at this time.**

NOTE: All students have been divided into four groups and each group has been assigned a **color**, based on the first letter of his/her last name. Please memorize your child's color group **BEFORE** a possible emergency situation.

A – F = GREEN

G – L, SDC and SDC Sibling(s) = RED

M – R = YELLOW

S – Z = BLUE

*Siblings with different last names will be paired with the OLDER sibling.

Dismissal Guidelines in the event of an earthquake:

1. **DON'T PANIC – STAY CALM!**
2. Proceed to the gate located by the Solar Panels in the upper parking lot. We call this the Walker's Gate. (Next to the YMCA). This will be the **ONLY** point of entrance during an emergency.
3. As you **calmly** approach the gate, you will be directed to a "check out" line, based on your child's color group. (Based on the first letter of your child's last name.)
4. You will be asked to show proper identification. **Students will only be released to those listed as emergency contacts on student's emergency card.**
5. Once you have been "identified" you will be directed to a "meeting area" to be reunited with your child(ren).
6. You will then be led to the teal "Exit" gate, located near the library. This is where you will exit the school.

**** Make sure you have included ANY and ALL names of people who can check out your child on your emergency contact list. Make sure you have a PLAN and share that plan with your contacts and your children.**