



South **P**asadena **M**iddle **S**chool
"A California Distinguished School"

- David T. Kubela
Principal
- Robert Yim
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October 3, 2017

Dear Parents:

On October 19, 2017 our school is conducting a disaster drill. This enables us to take the appropriate steps for our students' safety in case of a major disaster. Additionally, at SPMS, fire drills are held monthly. We hope we never have to use our plan, but it is important that we make it the best plan possible! You need to be aware of the information that follows.

An important part of this plan is the identification process and procedures for picking up your child from school. In order to account for everyone in the event of an emergency, it is essential that each child gets picked up at proper location either the **Reunion Gate #1 located on the Bank Street** or the **Reunion Gate #2 located between the lower field and the upper field.**

The Disaster Release is for people you know who can get to the school and get your child. Consider carefully whom you include on it. You may have grandparents on your child's standard emergency card, for example; but grandparents may not live close enough to get to the school in case of major highway damage or official road closure. On the school emergency form, please supply us with the names of at least four (4) people if there are any changes to the emergency contact information you have previously submitted.

During an emergency, only those persons you have listed on the emergency card may pick up your child. The designated person must have valid identification and must sign the release form before your child will be permitted to leave the school premises with them. If you have an out-of-state contact, please list them and be sure to include their phone number on the form. **Your prompt completion** of the required information will assist us in ensuring that we are properly prepared in the event of an emergency at the school.

Thank you for your cooperation and prompt attention to this very important matter.

Sincerely,

Robert Yim