

## ADVICE FOR PARENTS IN THE EVENT OF AN EMERGENCY

1. **KEEP YOUR CHILD'S EMERGENCY CONTACT CARD UP-TO-DATE.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Release Emergency Card. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
2. **PREPARE YOUR CHILD.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pickup at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
3. **REMAIN CALM.** Your child is probably safer at school in the event of a disaster. School personnel are certified in CPR, First Aid and Emergency Preparedness. In the event of a disaster, school staff are designated as Disaster Service Workers and must remain with your children at all times for up to 72 hours after the emergency.
4. **DO NOT CALL THE SCHOOL AND TIE UP THE SCHOOL PHONE.** Use the designated hotline for a recorded message. Phone lines will be needed for emergency communications. Hotline # 415-721-4751
5. **WALK FROM YOUR HOME, IF POSSIBLE.** Leave the streets free for emergency vehicles. You may get to school faster by foot or bicycle.
6. **PARK ONLY IN AREAS DESIGNATED FOR PARENTS.** Leave adequate room for emergency vehicles to park and turn around.
7. **DO NOT ATTEMPT TO PICK UP YOUR CHILD DIRECTLY FROM THE STUDENT ASSEMBLY AREA.** Parents and authorized adults must first report to the Student Request Gate.
8. **BRING A PHOTO ID WITH YOU TO THE STUDENT REQUEST GATE.** Students will only be released to their parents or to an adult designated on the Student's Emergency Contact Card.
9. **PICK UP ALL STUDENTS FOR WHOM YOU ARE AUTHORIZED.**
10. **SIGN OUT AT THE STUDENT RELEASE GATE.** The staff will locate and bring your child to you. No student will be released without a parent signature, noting time of release, destination and phone number.
11. **LEAVE THE CAMPUS IMMEDIATELY AFTER BEING REUNITED WITH THE STUDENT.**
12. **TALK TO THE PARENT INFORMATION OFFICER** if you have any questions. This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Gate.
13. **KEEP EMERGENCY SUPPLIES IN YOUR CAR,** including comfortable walking shoes, water and warm jackets.