

EMERGENCY PREPAREDNESS AT EGAN

All schools in the Los Altos School District maintain an Emergency Preparedness Plan ("EPP"). The primary objective of the EPP is the implementation of procedures that provide for the safety of students and staff in case of a disaster during school hours. The EPP is reviewed annually and updated by a District Emergency Preparedness Committee. To ensure that Egan students and staff know what to do when a disaster occurs, fire drills are conducted about six times and an earthquake drill once during the school year.

EMERGENCY PROCEDURES

In accordance with school board regulations:

1. If the emergency condition warrants the evacuation of the school and early dismissal of the students, the principal will determine and give the appropriate dismissal order. In the case of a localized problem such as a minor fire or leak, students who normally walk or bike home will be released and other students will walk to Santa Rita and then be requested to contact parents or guardians for pickup.

In the case of a general emergency that affects the community at large such as an earthquake or community fire, no student will be dismissed from the school campus unless a parent or designated adult takes custody of him/her. If the campus is not safe, the whole school will walk to Santa Rita and students will be released from there. Appropriate Egan staff will stay until every child is picked up.

In the latter case, no child will be allowed to leave with any person, including a relative or babysitter, unless he/she is designated on the student's Emergency Information Data Form. Be sure to update your child's Emergency Information Data Form with the office if there are any changes during the school year.

2. When you arrive at the school to pick up your child, please try to remain calm. Obey all traffic laws and stay within designated parking areas. The school must have open access for emergency equipment and vehicles.

3. Once at the school, parents and designated adults will be instructed where to go to process their student's release. At Egan, the Command Center will process all students; a staff member in the parking lot will direct you there.

4. It is critical that the school maintains an accurate record of students being picked up by authorized adults. Please do not take any children off campus without signing the release form at the Command Center.

5. After a severe emergency, the school principal may need parents who are willing to help. If volunteers are needed, a staff member will be assigned as a volunteer coordinator. If you are able to stay and help, please see the coordinator for an assignment.

6. During an emergency it may be difficult for the school to send or receive telephone calls. Please keep the phone lines open for use by emergency personnel. Local radio and television stations will release disaster information. Radio station WNUT 530 AM is the emergency broadcasting station for the City of Los Altos.

7. If emergency conditions stabilize before dismissal begins, students will be instructed to return to their classrooms and normal end-of-school-day dismissal procedures will be followed.

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