

## Emergency Response Plan

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the school has made preparations to respond effectively to such situations. Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our School has a detailed disaster plan which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at the school until they are picked up by an identified, responsible adult who has been identified as such on a School blue emergency card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. If students are to be kept at school, local radio stations will be notified. If the emergency allows, mass e-mails will be sent with updates. The Director will also be in contact with outside responders and the media, if the situation allows.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of emergency. Students will be released only to parents and persons identified on the School Emergency Card. If safe, students may be released at regular pick-up areas assigned. Parents should be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

We have chosen the Power Square Mall parking lot, on the corner of Power and Baseline, as a location we would evacuate students to if we were instructed to leave the campus. The decision to keep students at school will be based upon direction from local police once they arrive on campus. By law, management of any emergency is in the hands of the local police and emergency responders once they arrive on site. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the

driver will ask for assistance through radio contact with the school and on-site personnel. Any child who is home waiting for the bus will not be picked up and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the driver will communicate, by radio, with the school to inform them of the students' whereabouts. If possible, parents will be contacted.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the fields, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-Place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

## PIMA

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## MESA

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