



MENLO PARK CITY SCHOOL DISTRICT
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OFFICE OF THE SUPERINTENDENT

EMERGENCY PLAN LETTER

TO ALL SCHOOL DISTRICT PARENTS/GUARDIANS:

The Menlo Park City School District views the issue of Emergency Preparedness as a communication and educational issue involving schools, students, parents, and the community at large.

Panic, the nemesis of a major disaster, can be substantially minimized if everyone knows what to expect in the two general levels of disaster; those in which transportation and communication remain intact and those in which transportation and communication are rendered inoperative.

In the case when communication and transportation are **NOT** disrupted, the District will follow the procedures included in the District Emergency Preparedness Plan. They are as follows:

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL or another safe site under the supervision of District personnel:

1. until regular dismissal time and released only then if it is considered safe,
- OR**
2. until released to an adult authorized by the parents/legal guardian whose name appears on District records.
 - a. If students are on their way to school, they will be brought to school, if bused, or they should proceed to school.
 - b. If students are on the way home from school, they should continue home.

Our concern in this letter to you is over what would happen when communication and transportation are completely disrupted in the event of a disaster of community-wide proportions, such as an earthquake. In this case, it is reasonable to assume that parents cannot communicate with or physically reach the schools and conversely schools are not able to reach parents.

Under these conditions, we feel it is essential that parents understand precisely what the District is going to do with the students.

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IN THE EVENT OF A MAJOR DISASTER:

•**NO STUDENT WILL BE DISMISSED FROM SCHOOL** *unless* a parent (or individual previously designated by parent) comes for him/her.

•**NO STUDENT WILL BE ALLOWED TO LEAVE WITH ANOTHER PERSON**, even a relative or baby-sitter, unless that particular person is listed on the student's emergency form or tag in our files. With this in mind, if your student's card or tag is not up-to-date, please request a new one from the school office.

•**STUDENTS ON BUSES** when a major earthquake strikes *will remain in the custody of the bus driver and will, if possible, be delivered to nearest accessible school site.*

All parents or designated parties who come for students **must sign them out** at the office or at the temporary Student Release Area. Signs will be posted if this alternate location is required.

We are prepared to care for your student in time of critical situations. If you are not able to reach the school, we will care for your student here. We will provide first-aid and we will be in communication with local emergency services.

WE DO ASK FOR YOUR HELP IN THE FOLLOWING AREAS:

1. Please **DO NOT** call the school. We must have the lines open for emergency calls.
2. As soon as possible, come to school to pick up your student and any others for whom you are the emergency card designee.
3. Park on the streets. Leave the driveway and parking areas clear for emergency vehicles.
4. Unless the District has been forced to evacuate the site because of unsafe conditions, your student will be at his/her school.
5. Report to the Office or the Student Release Area to get an authorization slip to release your student.
6. Be sure you have told your student to follow the directions of school personnel in cases of severe emergency.

Turn on your radio or television. If communication to the outside is NOT disrupted we will attempt to reach you via email, District website, robo calling, texting (if authorized) and if needed, via the San Mateo County Alert system, radio and television stations to convey District information.