



Dear Parents/Guardians:

Re: School Procedures Following an Emergency

As we continue to work to ensure our students' safety and well-being, we encourage you to become familiar with the school's emergency procedures and what you and your child should do in the event of an emergency at the school. We organize practice drills throughout the year for fire, earthquake and lockdown procedures. It is also important for you to discuss how you expect your child to behave and respond during an emergency or disaster situation.

The school is prepared to care for your child in the event of an emergency until such time as it is safe for students to be dismissed. We ask for your help in the following areas.

- Please do not phone the school following a disaster. We must keep the lines open for outgoing emergency calls.
- In the event of a lockdown, please do not call your child on their cell phone. A ringing phone can call unwanted attention to students.
- Please do not drive to the school. Streets and access to the school must remain clear for emergency vehicles.
- Listen and watch for updates - both the school and district will use a variety of communication tools including phone trees, e-mail, traditional and social media to alert parents of the current situation and next steps.
- Talk with your child about what is expected of them and how to respond appropriately and effectively to an emergency or disaster situation at the school, including the importance of remaining at the school unless released by school officials. The school principal will determine when it is safe to either return to classes or dismiss students. In some cases, it will not be possible to dismiss students as the area surrounding the school may be unsafe. Talk about the potential risk's students could face, such as gas leaks, downed 'live' power lines, debris, etc.
- Discuss with your child who their emergency contacts are that the school has on file. This is important to ensure they are aware who can pick them up from school in the event of an emergency.
- All students must sign out at the designated student release area. Those listed as emergency contacts are encouraged to come to pick up students.
- Familiarize yourself with the school's emergency preparedness plans and procedures.

One of the most important areas of school emergency planning is gathering accurate information so the school can contact you or someone authorized to act on your behalf. The information on the verification and any necessary medical forms which came home during the first week of school will be used in case of emergency or disaster. This information is kept strictly confidential at the school unless it is necessary to share the information in the event your child's health and/or safety is at risk. **Please ensure the return of all forms as soon as possible if you haven't already done so to the school office.**

Thank you for your cooperation and assistance. This process helps to ensure a speedy reunion for you and your children and contributes to the safety and well-being of your children in an emergency.

LSS Emergency Management Planning Committee