

STUDENT RELEASE PROCEDURES

1. Parents should remain in their car. Please enter the school through the main entrance and place your child's laminated name card in the lower left corner of your windshield, in front of the driver. If you do not have your name card the student release team will create one while you are waiting in line in your car.
2. When you pull up, the student release team will check your driver's ID and tell the next free Escort the child's name and room number. The Escort will bring your child to the release area and hand your child's emergency card to the Recorder and stay with your child.
3. While your child and Escort are in route to the release area, the student release team will get your signature on the Student Accountability Report and on any Notice of First Aid Care forms.
4. Upon receiving your child's emergency card, the student release team will match the driver's name with the authorizations on the emergency card. If this driver is authorized, the Escort will take your child to the car and ensure that the driver buckles the child in before leaving.
5. Please exit the out the Foothill Expressway exit (see map).

Students WILL NOT be released to an individual not listed on their Emergency Card. **NO EXCEPTIONS.**

After you or a designee has picked up your child, remember to call the out-of-state contact as soon as the child is in a safe location.

Bring picture ID or your child will not be released to you.

COMMUNICATIONS DURING A DISASTER

After a major widespread disaster, you may not be able to get home right away due to blocked roads or other hazards. Phone service may be down and you may not be able to contact someone else to pick up your child from school. Out-of-area phone service is more likely to be available, so establish an out-of-state contact that your family members and friends can call to relay your condition and get information on other family members (see *below*). Here are tips for creating an effective communications plan:

1. Ask three or four people who are usually home during the day to be responsible for picking your child up from school if you will not be able to get home immediately. These people should be listed on your child's emergency card.
2. Develop a system of notifying your designees if you need someone to pick up your child. For example, ask them to call your out-of-state contact to find out if you have reported in yet and if they need to pick up the child.
3. Make certain that your designees know about the school's evacuation and student release procedures. Remind them that they will need to show ID in order for the child to be released.
4. Make sure your designees and the school has your out-of-state contact's phone number. Ensure that the person who picks up the child knows to call your out-of-state contact to tell them that s/he has the child. If your child is not picked up within twelve (12) hours, the school will attempt to call your out-of-state contact to determine your status.

ESTABLISHING AN OUT-OF-STATE CONTACT

1. Call a friend or relative who lives outside the state and ask him/her to be your family's "out-of-state contact." Explain that after a disaster, s/he will be your best means of communicating with other family members.
2. Make sure s/he understands that it will be his/her responsibility to take calls immediately following a disaster in your area.
3. Agree to do the same for your contact in case disaster should strike in the contact's area.
4. Notify your friends and family members that this person will be the one to call if they need to get a message to you.

EVACUATION PROCEDURES

In case of a major earthquake or other disaster, students may be evacuated from their classrooms. Depending on the magnitude of the incident, the school may be closed until further notice. Students will evacuate to the designated parking lot and wait to be released to a parent or authorized designee.

Your cooperation is necessary during a disaster.

1. **Do not call the school.** Telephone lines may be needed for emergency communication.
2. The Children's Center has established an out-of-state contact for post disaster information. After a major disaster local phone lines may be down. You may call Cathy Thoma at home (503) 645-7616, or her cell phone (971) 226-6062 after an emergency to get updated information regarding the children, staff and their location.
3. If you are within Los Altos city limits, turn your radio to 530 AM for emergency announcements, including school closures and other important information.
4. Parents and designees MAY NOT pick up children until all students and staff are accounted for and the director approves the release of students. NO EXCEPTIONS.
5. Help us protect your child during a disaster, please be patient with the student release procedure.

FAMILY PREPAREDNESS

The key to surviving disasters is good planning. Knowing what to do will reduce stress and eliminate confusion:

Create a family communications plan. Keep important phone numbers by the phone. Create a list of important numbers and make copies for you and your family to keep in their wallets.

Designate Emergency Contacts for your children. Designate people who are usually within 10 minutes of your children's schools to be responsible for picking up your children in case of an emergency. Create a communications plan within them so they know if you are unable to pick up your child in an emergency they are responsible.

Have escape routes planned. Everyone should know of two ways to get out of a room in case of a fire.

Keep a flashlight and a pair of shoes under everyone's bed. Place a pair of sturdy, close-toed shoes and a flashlight (batteries separate) in a plastic bag. Then tie the bag to the leg of the bed so the bag will stay with the bed and glass will not fall into the shoes during an earthquake.

Know where the utility shutoffs are. Locate your gas, electrical, and water shutoffs and learn how to operate them. Paint them white or a reflective color so they are highly visible.

Make your house easy to find. Make your house number large and well lit so that emergency personnel can find your home quickly.

Plan how to take care of pets. With the exception of guide dogs, shelters usually don't allow pets so compile a list of kennels and friends or relatives who can care for them if you must evacuate. If you do not, keep your dogs on leashes and your cats or other animals in carriers. Make sure your pets are wearing up-to-date ID.

SAFETY SURVEY

After deciding on a disaster plan, do a safety survey of your residence and workplace. To prevent injury and reduce damage, each room should be examined with “earthquake eyes.” Take time to sit in each room and ask, “If a major quake hit right now, what would injure me?” Then fix the hazards. The next page has suggestions for correcting earthquake hazards in your home and workplace.

Cabinets: Install positive catching latches. Many variations are available at hardware stores. These will prevent cabinet doors from swinging open during an earthquake.

Tall furniture: Install metal “L” brackets between the furniture piece and the wall stud at top.

Hanging pictures: Screw close hooks into the wall stud or ceiling beam.

Open shelves: Install a guard across the shelf or install wood trim on the front of the shelf. Place heavy objects on the lower shelves.

Beds and cribs: Move these away from windows.

Furniture with wheels: Block the wheels to prevent rolling.

TVs and desktop computers: Strap down TVs and computers using industrial strength Velcro strips.

REDUCING FIRE HAZARDS

Also important is to identify fire hazards in your home and work place. Unlike an earthquake, a fire is never an inevitable event. It can always be prevented. Most fire hazards fall into three categories:

- Electrical hazards
- Natural gas hazards
- Flammable or combustible liquids

Simple ways that common **electrical hazards** can be reduced or eliminated include:

- Avoid the “electrical octopus.” Eliminate tangles of electrical cords. Don’t overload electrical outlets. Don’t plug power strips into other power strips.
- Don’t run electrical cords under carpets
- Replace broken or frayed cords immediately.
- Maintain electrical appliances properly and repair or replace malfunctioning ones.

To reduce **natural gas hazards**:

- Install a natural gas detector near the furnace and hot water tank. Test the detector monthly to ensure that it works.
- Know how to shut off the gas and have the proper tool for shutting it off nearby.

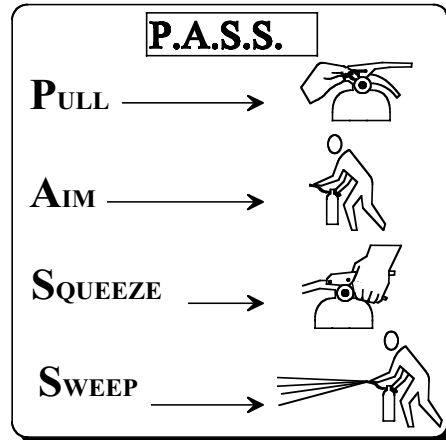
To reduce hazards from **flammable liquids**:

- Read labels to identify flammable products.
- Store them properly, using the L.I.E.S. method (**L**imit, **I**solate, **E**liminate, **S**eparate)

FIRE EXTINGUISHER OPERATION

The acronym for operating a fire extinguisher is **P.A.S.S.**:

- **P**ull the pin.
- **A**im at the fire.
- **S**queeze the handle.
- **S**weep at the base of the fire.



DECIDING TO USE A FIRE EXTINGUISHER

There are a series of questions that you should ask yourself before attempting to fight a fire. If you answer "NO" to *any* of these questions, you should leave the building *immediately* and shut all doors as you leave to slow the spread of the fire. If all of the answers to the questions are "YES," you may attempt to extinguish the fire. Even if you answer "YES" to all of the questions, but feel unable to extinguish the fire, you should leave *immediately* and contact the fire department. As a general rule, never fight a fire larger than the size of a trashcan.

- Can I escape quickly and safely from the area?
- Do I have the right type of extinguisher?
- Is the extinguisher large enough for the fire?
 - Is the area free from other dangers such as hazardous materials and falling debris?

PURIFYING WATER

The City's water supply is vulnerable in a large earthquake. If the purity of your water is questionable, use commercial purification tablets or the following methods to make it safe to drink:

BEST: Add liquid chlorine bleach to the water. Eight drops per gallon of water. Double this dose if the water is cloudy.

GOOD: Add 2% tincture of iodine to the water. Twelve drops per gallon of water. Double this dose if the water is cloudy.

ACCEPTABLE: boil the water vigorously for ten minutes.

DISASTER SUPPLIES

Families should be prepared to be on their own for at least three days following a major disaster. Keep a supply kit in a convenient place known to all family members. Store the items in airtight bags or containers. Include six basic items:

- Water (at least one gallon per person per day for 7 days)
- Food
- First Aid kit
- Tools and supplies
- Clothing and bedding
- Special items (i.e. medication, important documents, etc.)

You should also make rotating supplies part of your normal habits. The easiest way to remember is when you ROTATE YOUR CLOCKS, ROTATE YOUR SUPPLIES. (Also, change your smoke detector batteries.) When you rotate your supplies, don't throw them out; put them in the pantry and use them. Your supplies rotation should include, but is not limited to: batteries, food, water, and medications (prescribed and over the counter). Check and shake your fire extinguishers too.

- It may be easier to store emergency supplies in one location. Choose a place in your home that is relatively safe (i.e. under a bed or in a closet). The perishable supplies will last longer if stored in a cool, dark location
- One method for storing supplies is to layer them in a large, covered trash container. **Note:** It is best to keep plastic water containers on top rather than on the bottom where they could crack and leak.

HELPING CHILDREN COPE AFTER A DISASTER

Children may be especially upset and exhibit exaggerated emotions following the disaster. These reactions are normal and usually should not last long.

Listed below are some problems you might see in children:

- Excessive fear of darkness, separation, or being alone
- Clinging to parents, fear of strangers
- Worry
- Increase in immature behaviors
- Not wanting to go to school
- Changes in eating/sleeping behaviors
- Increase in aggressive behavior or shyness
- Bed-wetting or thumb-sucking
- Persistent nightmares
- Headaches or other physical complaints

Some things that will help your child:

- Talk with your child about his/her feelings about the disaster. Share your feelings too.
- Talk about what happened and give your child information he/she can understand.
- Reassure your child that you are safe and together. You may need to repeat this reassurance often.
- Hold and touch your child often.
- Spend extra time with your child at bedtime.
- Allow your child to mourn or grieve over the lost toy, a lost blanket, or a lost home.
- If you feel your child is having problems at school, talk to his/her teacher so you can work together to help your child.

Usually a child's emotional response to a disaster will not last long. But some problems may be present or recur many months afterward. Your community mental health center is staffed by counselors skilled in talking with people experiencing disaster-related problems.