

MOUNTAIN AVENUE ELEMENTARY

EMERGENCY PREPAREDNESS PLAN

Parent and Guardian Information

The goal of the Mountain Avenue Elementary School Emergency Disaster Plan is the protection of students and employees should a major disaster occur. The plan identifies members of the school's disaster teams and outlines responsibilities. The plan is updated and revised annually by the school's Safety Committee. In accordance with Glendale Unified School District policy for the release of students during an emergency, Parents/Guardians can expect the following procedures to occur at Mountain Avenue Elementary School:

Procedures for Release Of Children To Authorized Adults:

- Parents/Guardians go to the "Student Request Gate," the west ramp of the school next to the blue wall. All other school entrances will be locked to assure student safety.
- Parents/Guardians must show identification to enter campus.
- No more than 20 Parents/Guardians will be allowed on campus at a time. Parents/Guardians will walk up ramp and locate their child(ren). They will confer with the student supervision personnel.
- Parents/Guardians will bring their child(ren) to the "Student Release Gate" (near the school library on the primary playground). Adults should have a piece of personal identification (i.e., Driver's License, picture I.D, etc). Children will only be released to adults listed on their emergency contact list.

Please make sure...

- That your family's emergency information is kept current at all times.
- Notify the school office **IMMEDIATELY** if there is a change of address or phone number.

Basic Action Following a Natural Disaster/Earthquake

- When it is safe, teachers and students will evacuate the building and go directly to their designated classroom line-up area on the primary playground.
- Teachers will take roll and report the names of the missing or injured to the school Command Center. All students will put on their identification/ emergency release tags.
- School teams (Search and Rescue, First Aid, etc.) will report to their stations.
- District employees will remain with and supervise students until they are picked up.
- Parents/Guardians will receive a phone call via the school's or district's automated calling system informing them of what is happening at the school as soon as phone lines are available.

Lockdown

- In a school-wide lockdown situation, all doors and gates will be locked. The office will also be in a lockdown mode and phones may not be answered during this time.
- All students will take shelter in the nearest classroom. No student will be released to go home until an "all clear" is given.
- Parents/Guardians/Visitors will not be allowed in or out of campus.
- Parents/Guardians will receive a phone call via the school's or district's automated calling system informing them of what is happening at the school as soon as phone lines are available.

We practice various safety drills (earthquake, fire, and lockdown) throughout the year to ensure student preparation and safety. We appreciate your understanding and patience during a time of crisis.

Thank you for your help in our commitment to the safety of your children.