

EARTHQUAKE / DISASTER PREPAREDNESS PLAN

Please make sure...

that your child's emergency cards are kept current at all times. Notify the school office **IMMEDIATELY** if there is a change of address or phone number.

STUDENTS WILL ONLY BE RELEASED TO PARENT OR FAMILY LISTED ON EMERGENCY CARD OR RELEASE TAG. ADULTS WILL NEED TO SHOW ID.

It is state law (California Education Code #49408) that parents must provide the school with up-to-date information necessary for emergency situations.

The goal of the Horace Mann 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 can expect the following procedures to occur at Mann School.

Procedures for release of children to authorized adults:

- 1. Go to the "Parent Check-In Point" on Garfield to sign for your child.**
- 2. Go to the "Parent Release Point" on Garfield to pick up your child.**
- 3. All other school entrances will be locked to assure student safety.**
- 4. Adults will need to show ID.**

Basic Action Following A 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 playground.
- Teachers will take roll and report the names of the missing or injured to the school emergency center. All students will put on their identification/emergency release tags.
- School teams (Search and Rescue, First Aid, Triage, etc.) will report to their stations.
- District employees will remain with and supervise students until they are picked up.
- Parents can check students out at designated areas at the Garfield gates.

LOCKDOWN

In a school-wide lockdown situation, all the doors and gates will be locked. All students will take shelter in the nearest classroom. No student will be released to go home until an "all clear" is given.

We will be practicing the various safety drills, earthquake, fire, and lockdown throughout the year to ensure student preparation and safety.