

MEYERHOLZ EMERGENCY PREPAREDNESS PROCEDURES

(Please keep this guide for future reference)

In case of an emergency, we know you want your child and the school as prepared as possible. Meyerholz School has an Emergency Plan in place. Each classroom has been equipped with first aid supplies, flashlights, food, and other essential equipment. During the year, we will have monthly drills (fire, duck and cover) as well as larger full-scale earthquake and code red drills. Students will learn how to react, where to assemble, and what to expect in an emergency situation. The following procedures are designed to insure student safety and reduce parental anxiety in the event of an emergency.

In the event of a fire, the staff and students at Meyerholz will:

- Evacuate with classroom emergency backpacks to the blacktop area
- Identify students that are missing or injured
- Set up a Communication Command Center
- Activate search and rescue procedures/triage and first-aid as needed
- Organize for the care and/or release of students if needed

In the event of an earthquake, the staff and students at Meyerholz will:

- "Duck, Cover and Hold"
- Follow the same steps as in the event of a fire (See above)

In the event of an intruder on campus, the staff and students at Meyerholz will:

- Activate the "Code Red" Lockdown and Evacuation Procedures
- Close and lock all doors
- Build barriers in all rooms
- Stay behind barriers until police come to escort classes to the assembly area
- Organize for the care and/or release of students as needed

Information about Student Release:

- No students will be released until at least 15 minutes after the onset of the emergency or evacuation from the buildings. This allows staff time to assess damage and activate our emergency procedures.
- Students will only be released to persons listed on the student's emergency card in our files. With this in mind, please keep your student's card up to date.
- All parents, or designated persons who come for students, can sign out students only at the Student Release area in the blacktop area. Signs will be posted at the entrance to the school if an alternate location for the release of students is required.

We are prepared to care for your student in times of emergency situations. If you are not able to reach the school, we will care for your student here. We have a number of people with first-aid training, and we will be in communication with various local emergency services. We do ask for your help in the following areas:

- **Please do not call the school – we must have the lines open for emergency calls and we will not have anyone in the office.**
- **Do not immediately drive to the school – streets and access to our school may be cluttered with debris. If you can walk to the school that is preferable. The school access route and street entrance areas must remain clear for emergency vehicles.**
- **In the event of "Code Red" you will not be allowed access to the campus until the all clear is given.**
- **Turn your radio to KCBS (740 AM or 106.9 FM) or another radio news channel for information and directions.**
- **When you arrive at the campus, follow the directions of the school staff and PLEASE BE PATIENT. We are responsible for each student and must be allowed to account for each student to insure safety for all.**

MEYERHOLZ EMERGENCY PREPAREDNESS PROCEDURES

(Please keep this guide for future reference)

- **Please consider coming to the school and volunteering your services to help in the case of an emergency. The parent volunteer sheet has more information on how you can volunteer.**