

DISASTER PREPAREDNESS PLAN

We are prepared to care for your children in a critical situation or natural disaster. Using the disaster preparedness model developed by the Marin County Red Cross in conjunction with school personnel and our parent community, Hamilton School has developed a disaster plan for its own use. The intent of this article is to inform you of what will be done at school during an emergency.

The objectives of our plan are the following:

1. To provide for action that will minimize casualties;
2. To provide for maximum use of school personnel and school facilities;
3. To insure the safety and protection of our students and personnel after an immediate disaster;
4. To arrange for a calm and efficient plan for parents to obtain their children from school.

* SPECIAL INFO. FOR PARENTS *

• **TELEPHONE COMMUNICATIONS:** In the event of a major earthquake, SCHOOL WILL NOT BE DISMISSED AND CHILDREN WILL REMAIN UNDER THE SUPERVISION OF SCHOOL AUTHORITIES until parents or an adult identified on the emergency card can pick them up. For emergency information, tune your radio to: 530 AM, 740 AM or 810 AM.

• **PICKING UP YOUR CHILD** – in the event of emergency students will be released only to family/friends identified on emergency cards.

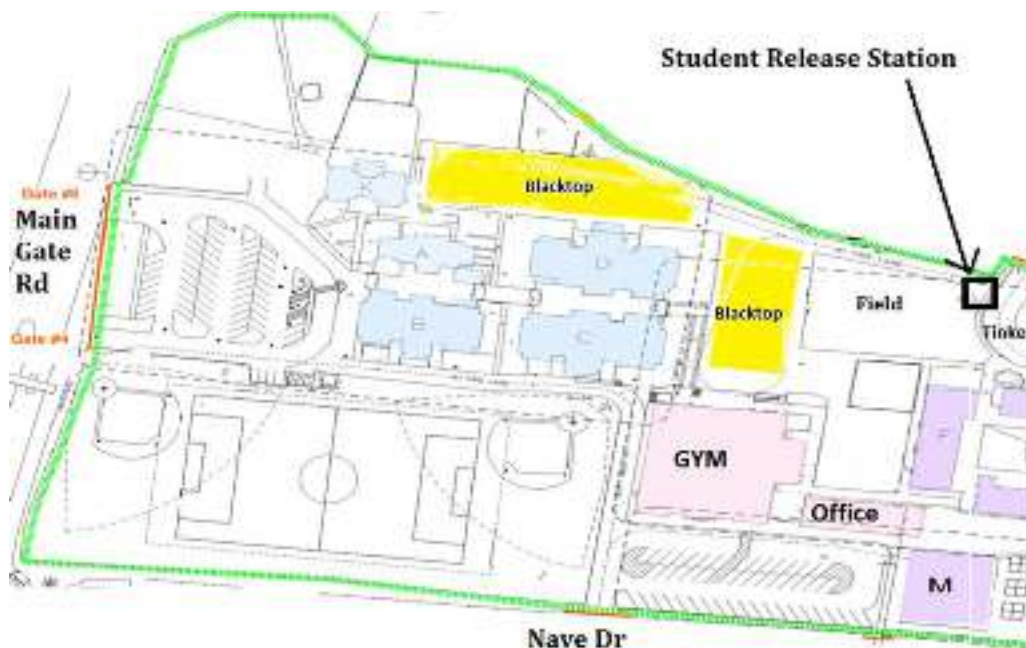
1. Do not block driveways or entrances. The area may need to be clear for emergency vehicles.
2. Parking lots will be roped off and only emergency vehicles will be allowed in/out of Main Gate and Nave parking lots. Please park your car elsewhere and walk onto campus to pick up your child(ren).
3. Walk to the ***Student Release*** table at the back of the campus on Tinker Way (see diagram below). At the student release table you will fill out a request form, show your identification and your child/children will then be released to you. It is crucial that we have an **UPDATED EMERGENCY CARD** for your child. The Emergency Card indicates which adults are authorized to pick up your child.
4. **DO NOT REMOVE YOUR CHILD OR ANY OTHER CHILD FROM SCHOOL WITHOUT HAVING SIGNED HIM/HER OUT ON THE STUDENT RELEASE FORM.**
5. Many of you may not be able to reach school by car or phone. If conditions make it necessary, we will release your child to an adult identified on the emergency card or school personnel. We will keep a written record of your child and the adult to whom he/she has been released.

• **SHELTER LOCATION:** The principal or assistant principal will determine the need to leave campus. In the event the buildings cannot be reoccupied, we will transfer the students to the nearest available safe shelter. If children are caught in a disaster between home and the school, it is recommended that they go immediately to school. Please instruct them to do so.

• **FOOD AND WATER SUPPLY:** In the event that children would need to stay on campus for several hours after a disaster; we have a supply of fresh water and food purchased by the PTA.

• **FIRST AID:** Many teachers and support staff are trained in first aid. First aid supplies are also stored in our emergency supply container.

We are prepared to care for your children in times of critical situations.



How You Can Prepare Yourself and Your Family for an Emergency

Less than half of us have prepared our family for an emergency or disaster. Severe weather, fire, earthquake are all major catastrophes that we can face in the bay area. We should all keep essential supplies ready to go at home, in our cars and at work. There are numerous website out there that can help guide you on how to be better prepared.

Marin County Office of Education - Emergency Services

<http://www.marinschools.org/SafeSchools/Pages/Emergency-Services.aspx>

Ready Marin

www.readymarin.org

Marin County Telephone Emergency Notification System

www.alertmarin.org

Marin County Office of Emergency Services - Emergency Preparedness

http://www.marinsheriff.org/about.aspx?gi_id=60

American Red Cross

<http://www.redcross.org/prepare/location/home-family>

Federal Emergency Management Agency (FEMA)

www.ready.gov

FEMA Ready Kids

www.ready.gov/kids

San Francisco Department of Emergency Management

www.sf72.org/home

Time and money are often a factor with putting together an emergency supply. A simple “go-bag” can be just a handful of items that will help you and your family.

Here is a pared down list of the minimal items to have in a “go-bag”. Several of these “go-bags” should be available – keep one at work, one in your car and one or two at home.

Water – 1-2 liters

Food – high energy bar

Flashlight – extra batteries (leave batteries separate)

Battery power radio – radio / flashlight /recharger with handcrank

Extra Phone charger or instant battery charger for phone

Cash

Emergency Blanket or 2 – These are the mylar “heat” sheet or blanket. [Recommend the two person bivy sack type]

The secret to having a “go-bag” is just getting started and using a bag that has rooms to start throwing in the other essential items such as sneakers, extra clothes, medication, old eye glasses, etc.

Remember that a little preparation is better than no preparation.