

Dear Parent/Guardian,

Re: School Emergency Procedures

This letter is to inform you that Jamestown School District has steps in place to address student and staff safety issues through the adoption of a Comprehensive Safety Plan that is reviewed and updated annually. The plan would be implemented in the event of a local disaster or school emergency. The Comprehensive Safety Plan is a preparatory measure to ensure that procedures and protocols are in place in the case of an emergency.

Drills

Although it is unlikely that the Comprehensive Safety Plan will need to be fully activated, we need to prepare all members of the school community, including your child, therefore we will be conducting regular emergency practice drills at the school (e.g. fire drills, earthquake drills, and precautionary lockdown drills). In addition to practicing the drills, we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

Parent-Child Reunion Center

The Comprehensive Safety Plan does incorporate a systematic approach to reuniting children with their parents. The plan identifies two possible sites for the Parent-Child Reunion Center for both Jamestown School and Chinese Camp. The first site is located on the school grounds. The second site is located at the School Emergency Evacuation Center – *this location is activated only when the school premises must be evacuated*. Due to the unpredictable nature of any emergency, we will only be able to tell you where the Parent-Child Reunion Center is located at the time of the emergency. Should it be necessary to activate either of these Parent-Child Reunion Centers, you will be notified of the location via the District's mass communication system.

Parent Child Reunion Procedure

- No student will be released unless you or an individual designated on the student's Emergency Information Card arrives to pick up that student. **It is critical that the information and phone numbers on your child's Emergency Information Card is current.** We will be using this information to contact you through the District's mass communication system with the evacuation process and location for picking up your child.
- **You will be required to present valid identification.** This step is required to protect your child from any unauthorized individuals attempting to pick up your child. The school may

be receiving assistance from outside agencies and, therefore, may not know you.

- **You will be required to sign for the release of your child.** This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not just take your child from the center without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You may be jeopardizing your child's or another child's safety by not adhering to these procedures.
- Should our normal transportation system be unable to transport your child home, your child will be kept at the center until such time as you can arrange to pick them up.
- If you are unable to pick up your child, he/she will be kept at the Parent-Child Reunion Center until alternate arrangements can be made. **Your child will be supervised at all times.**

Keeping Informed During an Emergency

During a real emergency, you probably will not be able to reach the school by phone, as staff will be busy responding to the emergency and the needs of the students. We will, however, make every effort to contact parents, either directly, or through the District's mass communication system. Additionally, we may utilize local radio station broadcasts to relay information.

Please do not call the school and do not call your child's cell phone during an emergency.

Phone lines need to be kept accessible at all times, and overloading the phone system may mean that the school will not be able to communicate with first responders. The District will also keep parents informed by posting information and frequent updates regarding the emergency on the District's website, www.jespanthers.org and through our mass communication system.

Finally, we want you to know that your cooperation in preparing your child for the event of an emergency and helping us to ensure their safety is greatly appreciated. As always, should you have any questions or concerns regarding anything stated in this letter, please feel free to contact the district office, 209-984-4058.

Thank you for your continued partnership.

Sincerely,

Contessa Pelfrey
Superintendent