

Emergency Preparedness

If you are working with a group of children away from the classroom teacher, you are responsible for getting the students to their designated “safe area” during drills or disasters.

In case of a fire...

Exit the room and proceed to the back of the school. K and 1st are on the blacktop near the play structure and 2nd-5th grades are on the blacktop near the Ga Ga pit. If you do not see your group’s teacher, find a teacher and explain your situation.

In case of an earthquake...

Drop, Cover, Hold. An announcement will be made when it is clear to leave the building. Exit the room and proceed to the back of the school. K and 1st are on the blacktop near the play structure and 2nd-5th grades are on the blacktop near the Ga Ga pit. If you do not see your group’s teacher, find a teacher and explain your situation.

In case of a lock down...

Lock doors and try to stay out of view. Call the front office and inform them of your location. An announcement will be made when it is clear to leave the building. Exit the room and proceed to the back of the school. K and 1st are on the blacktop near the play structure and 2nd-5th grades are on the blacktop near the Ga Ga pit. If you do not see your group’s teacher, find a teacher and explain your situation.

We are trying to keep the small boo-boos out of the office. Each classroom has Band-aids. There are also red bags hanging on the yards with Band-aids in them. Walk all severe injuries to the office or call the office for a pick-up. Do not let them walk alone if there is any injury to the head.

Please put the office number in your cell phone 415-485-2430.