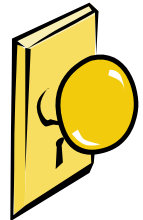


Silver Beach's Emergency Procedures

We are required by State law to practice the following drills: fire/evacuation, earthquake and lockdowns. Managing a school emergency requires planning in advance, training staff and practicing procedures with students, staff and families. It is a team effort. As with any unforeseen event, the school must be prepared to care for students and staff until the danger subsides. Natural disasters may disable transportation, communication, water and other services/systems. Practicing a variety of emergency scenarios helps make our responses automatic.

For Security Purposes, Please Check-in

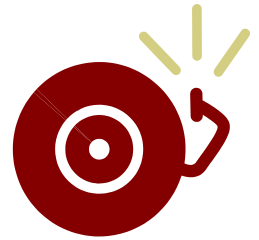
All of our outside doors are secured during the day. When parents and visitors enter our building during the school day, it must be through the front office door and sign in and out procedures need to be followed. Thank you!



The information below is provided to help support your role and understanding as a team member during a lockdown emergency. Your role and compliance are keys to a successful response at school.

Fire and Evacuation Drills

We practice monthly fire drills and on average, can evacuate the building in less than 3 minutes. Classes line up on the lower playground and upper parking lot depending on proximity to classes. Teachers use green or red to signal attendance or missing student. Appointed staff sweep the building and use radios to communicate and locate students. We also practice "all-calls" on the playground which bring all students quickly together, moving into the gym if necessary.



Building Lockdown

A lockdown procedure is called by the administration to protect students and staff from a threat inside or outside the building.

Student Responsibilities during a building lockdown:

- Responding to an all school announcement, students gather as instructed in the room
- Remain quiet and still; ready to follow directions

Staff Responsibilities during a building lockdown:

- Close and lock all doors and windows
- Close and lower all blinds
- Turn off lights
- Gather students away from windows/visibility
- Maintain calm and silence room
- Complete student accounting
- Notify administration of missing students via email

Parent Response during a building lockdown:

Parents will want to know the condition of their children. The building will remain in lockdown until authorities have deemed the area safe once again. Only school staff and authorities will be allowed to exit and enter a locked-down building. Should you arrive at the school for child pick up, you will not be allowed to enter. This is at the advisement of authorities.

Student Release Procedures:

In the event that the school is closed prematurely (at the discretion of the Superintendent), due to an emergency such as a large fire, earthquake, power failure, chemical spill, etc., parents must be aware that the following procedures will be followed for the safety of all:

1. No student will be released from school unless a parent (or authorized adult designated by the parent) comes for that student. No child will be allowed to leave with another person (even a babysitter, relative, or neighbor) unless the school has written permission on file, or that person is listed on the student's emergency record in the school files. **Because of this, it is imperative that your child's records are up-to-date.** Please take time to ensure that they are.
2. All parents or authorized adults who come to the school for their children must sign them out at one of the Student Release Centers. Parents or authorized adults should bring picture I.D. and be prepared to show it. This may seem like a nuisance, but it is important for your child's safety. Please stay calm and cooperative for the protection of all staff and students on site.
3. The school is prepared to care for your children in the event that you cannot be notified or are unable to respond to the school. If necessary, we will relocate the students to another facility.
4. Do not phone the school (including teachers, secretaries, principal, or staff members). The school must have all telephone lines open for out-going emergency calls.
5. Do not interfere with the staff. Each teacher or staff member has assigned responsibilities to carry out his/her emergency duties.