

## PVSD Emergency Instructions for Parents

### For a major earthquake

1. If a major earthquake occurs and damage is extensive, come to school as soon as possible to collect your children and any others for whom you have assumed responsibility.
2. *Do not call the school* and tie up phone lines. The school will communicate information regarding emergency situations via the automated phone system. There will also be broader emergency information at the following radio stations: KCBS 740AM, KGO 810AM, and KNBR 680 AM.
3. When you arrive at school to pick up your child:
  - Follow instructions by school staff, sheriff, Woodside Fire or designated traffic officer. Please be patient, flexible and calm.
  - Students will be signed out only to those adults authorized on the Portola Valley School District emergency form. **Contact the school office to update emergency information.**
  - Adults must show photo ID.
  - Road closures may occur. Pay particular attention to emergency access areas to allow entrance for emergency equipment and vehicles.
4. During normal school hours, your children will be supervised at the school site until a parent or authorized adult picks them up.
5. Your child should be instructed to remain at school until you or your authorized representative comes to collect them. This is *especially* important to stress with older children. *They will not be allowed to walk home.*
6. Children will be released *only to those persons you have authorized* on the Portola Valley School District emergency form. These people should be someone your children recognize. Their identities should be thoroughly discussed with your children. We suggest you designate for pickup someone living near the school.
7. A complete school roster will be posted outside the school office indicating who picked up your children, when, and to what destination. Be sure that your family plan is firmly in place and practiced so that you and your children understand who is primarily responsible for picking up children. If you need help developing a family plan go to <http://www.pvsd.net> and click on the E-prep button at the left which will link you to sites like <http://www.paarc.org> our local chapter of the American Red Cross.
8. If an earthquake occurs while your child is:
  - Walking to school: Child comes to school.
  - Walking home: Child continues home.
  - In your neighborhood: Child returns home or goes to alternate safe home.
  - Waiting for bus: Child returns home or goes to alternate safe home.
  - En route to school on bus: Driver will assess road situation and, when safe, will proceed to school.
  - En route home on bus: Driver will assess road situation and, when safe, will proceed to scheduled bus stops.

9. Arrange with your neighbors for alternate safe homes to which your children should go if you are not home. *Tell your children about this plan and to whose home they should go.*

**For wildland fire**

10. In the event of a wildland fire, children will be evacuated in cooperation with the Woodside Fire Protection District and the sheriff’s department. The automated phone system will notify you of any emergency information.

11. *Review your arrangements with the authorized adults on the emergency form each year. They are your children's safety net when you are away from home in an emergency. Discuss possible scenarios with these adults. Are they aware of your normal whereabouts during the school day? Do they have adequate supplies to care for your children? Have they agreed to care for too many children? Do they acknowledge that they will be responsible for your children until you can collect them?*

Use the table below to list the persons you have designated to collect your child(ren) in the event of a major disaster. Keep this form handy; make copies to keep in several places.

Name of adult to pick up my child:	Address:	Phone number(s):

Use the table below to list the children you have volunteered to collect in the event of a major disaster:

Name of child(ren):	Address:	Phone number(s):

(Changes or updates will be announced in your Tuesday Post, email from the administration and/or class handouts.)