

Autumn Creek Learning Center Emergency Plan

DISASTER PREPAREDNESS EFFORTS

To prepare for the possibility of a natural disaster, Autumn Creek has taken the following steps to make our school and staff more disaster ready:

- Full staff has completed First Aid and CPR courses and renew every 2 years.
- Full staff and children participate in monthly Fire drills and quarterly Earthquake drills with evacuations and an annual lockdown situation.
- Full Staff is being trained on and will review quarterly, Emergency Plans and Procedures.
- Equipped each classroom with an Emergency backpack for teachers containing basic emergency supplies.
- Prepared detailed maps in each classroom of evacuation routes and utility locations.
- Emergency storage shed filled with supplies such as Water Barrels (55 gallons each) with enough water for each child/teacher for 3 days, Emergency food bars enough for each child/teacher for 7 days, emergency blankets, flash lights & batteries, first aid & medical kits, search and rescue kits & equipment, portable toilets, AM/FM radios, gas stoves, and more!

COMMUNICATIONS DURING A DISASTER

After a major disaster, you may not be able to get home right away due to blocked roads or other hazards. Local phone service or cell towers may be down. Here are tips for creating an effective communications plan:

1. Find an out-of-state contact that is more than 100 miles away. Long distance phone service is more likely to be available first, so establish an out-of-state contact that your family members and friends can call to relay your condition and get information on other family members.
2. Ask three or four people who are usually within 10 minutes of our school during the day to be responsible for picking your child up from school if you will not be able to get home immediately. These people should be listed on your child's Emergency Card.
3. Develop a system of notifying your designees if you need someone to pick up your child. For example, ask them to call your out-of-state contact to find out if you have reported in yet and if they need to pick up the child.
4. Make certain that your designees know about the school's evacuation and student release procedures (see below). Remind them that they will need to show a photo ID in order for the child to be released.
5. Make sure your designees and the school has your out-of-state contact's phone number. Ensure that the person who picks up the child knows to call your out-of-state contact to tell them that s/he has the child. If your child is not picked up within five (5) hours, the school will attempt to call you and your out-of-state contact to determine your status.

For more information on Family Emergency Planning visit
<http://bereadysrv.org/> or <http://bepreparedcalifornia.ca.gov/epo>

EVACUATION PROCEDURES

In case of a major earthquake or other disaster, students may be evacuated from their classrooms. Depending on the magnitude of the incident, the school may be closed until further notice. Students will evacuate to the large playground area and wait to be released to a parent or authorized designee.

Your cooperation is necessary during a disaster.

1. **Please DO NOT call the school.** Telephone lines may be needed for emergency medical communication.
2. **Please listen to the following radio stations** as we will notify them to include a message for you to pick up your child. AM 1610, AM 740, AM 810, AM 680, FM 92.1, FM 101.7.
3. If cell lines are still available, Autumn Creek has multiple cell phones for you to call to hear updated messages about the current status. You may call Kay Basu at (925) 785-8178, Lisa Bonacic at (925) 639-2479, or Tricia Danielli at (925) 297-9988. These messages will include pick up information and any other information as necessary.
4. Parents and designees **MAY NOT** pick up children until **ALL** students and staff are accounted for and the director approves the release of students. **NO EXCEPTIONS.** See Student Release Procedures below for more info.
5. Should the property at Autumn Creek become unsafe for us to stay here, children and teachers will evacuate to Sycamore Valley Elementary/Park at the corner of Camino Tassajara and Holbrook.

STUDENT RELEASE PROCEDURES

1. ***Parents should remain in their car.*** Please enter the school parking lot through the main entrance, unless otherwise directed due to road conditions, and wait for our “Student Release Supervisor” to talk with you.
 2. When you pull up the Student Release Supervisor will check your ID against your child’s Emergency Card and, if you are listed, will alert our “Student Release Runners” that you are here to pick up your child. The Supervisor will put a paper with your child’s name on your dashboard.
 3. Please *remain in your car* until Student Release Runner brings your child to your car. At that time we ask that you buckle your child into their car seat then exit the driveway. Members of the Student Release team will not be responsible for securing your child in their car seat.
- * Students ***WILL NOT*** be released to an individual not listed on their Emergency Card. Phone authorizations will not be allowed during Emergencies. **NO EXCEPTIONS.**
- * Students ***WILL NOT*** be released without a photo ID.

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STUDENT RELEASE PROCEDURES (CONT.)

* If there are 4 or less children in our care **and** we are unable to contact **any** person on your child's emergency card, our next step will be to contact law enforcement/child protective services to care for your child until you can reach them.

FAMILY PREPAREDNESS

The key to surviving disasters is good planning. Knowing what to do will reduce stress and eliminate confusion.

1. Create a family communication plan. Keep important phone numbers by the phone. Create a list of important numbers and make copies for you and your family to keep in their wallets.

2. Designate Emergency Contacts for your children. Designate people who are usually within 10 minutes of your children's schools to be responsible for picking up your children in case of an emergency. Create a communications plan within them so they know if you are unable to pick up your child in an emergency they are responsible.

3. Have escape routes planned. Everyone should know of two ways to get out of a room in case of a fire.

4. Know where the utility shutoffs are. Locate your gas, electrical and water shutoffs and learn how to operate them. Paint them white or a reflective color so they are highly visible.

5. Make your house easy to find. Make your house number large and well lit so that emergency personnel can find your home quickly.

6. Prepare an Emergency Kit. Purchase or create an emergency kit and store outside of your house in case of emergency. Include a first aid kit, flashlight, batteries, emergency blankets, emergency food and water.