

LAURENCE SCHOOL EMERGENCY RESPONSE PLAN

INTRODUCTION

The safety of your children is our top priority. In this spirit, in the event of a school-wide emergency, such as an earthquake, fire, lockdown or other natural disaster, Laurence has prepared a series of response plans to help ensure the safety of our students and employees. As their foundation, the plans have two critical elements: first, the School will be prepared to respond to an emergency situation for up to 72 hours. Second, the plans' success requires full cooperation of the School community to act in an organized manner and follow the appropriate response steps as summarized below.



While we hope that a disaster does not take place, please keep in mind that employees and students regularly rehearse safety and evacuation drills and will be well-prepared to address the situation.

PREPARATION

All students must complete the following two steps at the start of every school year:

Submit a current **Emergency Information Form** to the School. This alerts us to any medical problems, authorizes emergency treatment if you cannot be contacted, and also gives us names for emergency contacts (make sure that at least 1 contact is out of state). In the event of an emergency, your child will be released only to those people specified on the form. *It is vital that parents keep this information current throughout the school year.*

Bring the following **supplies** in **gallon size** plastic freezer/comfort bags:

Bag 1 - All Students

- ◆ 2 - 6-ounce Juice Cans - easy open
- ◆ 3 - Small Cans of Fruit - easy open
- ◆ 3 - Cereal Bars
- ◆ Family Picture
- ◆ Comfort Note
- ◆ Any special medication that the child might need for 72 hours. Please label the medication carefully and legibly

Bag 2 - K and 1st Students Only

- ◆ Change of Clothes

DURING AN EMERGENCY

If an emergency situation occurs, take a deep breath. Remember that the children are in a very safe environment, have rehearsed responses, and possess all the supplies they need. **DO NOT CALL THE SCHOOL** for information or updates. It is important that the phone lines be kept open for emergency calls. Information will be communicated to you via the School's emergency notification system. You may also receive news updates via the radio for damage reports or the safest route to the School.

AFTER AN EMERGENCY: PICKING UP YOUR CHILD

Once the School has determined that the danger of an emergency situation has passed and it is safe for the children to be picked up, you will be contacted via our emergency broadcast system. Be sure to listen to the entire message and follow appropriate prompts. Remember that the children will be in a safe location and therefore it is important that you take your own precautions to travel safely to School. For example, plan for after-shocks during an earthquake and avoid overpasses and bridges.

Depending on the nature of the emergency, children will be picked up in one of two locations:

In The Event Students Need To Leave The Campus: Pick Up At Kittridge School

Kittridge School is located 1 block north of Laurence and one block east of Woodman on Kittridge Ave.



In The Event Students Remain On Our Campus: Pick Up At Reunion Gate

To access the Reunion Gate, park on Woodman Avenue and **walk** into the PAC gate entrance. The Reunion gate is located at the Woodman Entrance to the PAC parking lot. The regular carpool entrance gates and front door to the Administration Building on Victory Blvd. will be closed.

Should it become necessary to deviate from these evacuation locations, the School will communicate the new location via Everbridge. Please keep in mind that a child will be released only to individuals specifically listed on the Emergency Information Form.