

Orion School

2007 - 2008

Dear Orion Families,

Orion School, the Redwood City School District and the San Mateo Office of Emergency Services have prepared an extensive Emergency Plan for our school in the event of a "Declared Emergency" during the school day. We have three main objectives in the event of any emergency: 1. Protect the physical safety of all students and school personnel; 2. Maximize the use of school personnel and facilities to care for disaster victims; and 3. Protect school property. Responsibilities have been assigned to school personnel and all parents or volunteers will be expected to assist as appropriate.

School Responsibilities

1. Students will remain at school until the regular dismissal time. Students will be released only when it is considered safe.
2. Students will be released from school only to an authorized adult whose name appears on the district emergency form. Adults not known to school personnel will be required to provide identification and a record will be kept of released students.
3. During a "Declared Emergency", students may be taken to another site where consolidated care facilities can be provided.
4. An emergency supply shed will be kept stocked with current water, food and other emergency supplies to accommodate each classroom and all school personnel.
5. Each classroom will have a "Declared Emergency" bag containing basic first aid supplies, student health and emergency contact information, as well as any medical supplies on record as required for a student.
6. An emergency telephone linked to 911 will be located in several areas on the school site.
7. Staff members will be trained in basic First Aid and CPR.

Parent Responsibilities

1. Parents and/or legal guardians are required to complete a Student Health/Emergency Form each year. Information on the form must be kept current.
2. Parents should share with their children directions for an emergency. These directions must include staying at the school until picked up by an authorized adult or released by school personnel.
3. Schools will provide information on the safety of students to the media stations. Parents should avoid phoning the schools, because telephones must be available for transmission of emergency information.

Emergency Information

In the event of an emergency, tune to KNBR (680) AM (English), or KIQI (1010) (Spanish).

School Emergency Procedures

A copy of the school emergency evacuation map is posted in each classroom. All parents and volunteers on campus at the time of a practice drill or "Declared Emergency" will be expected to participate in the drill. If present during an actual emergency, parents and volunteers will be expected to assist as needed.

Our school's emergency procedures related to Fire, Earthquake or Intruder are posted in each classroom and on the internet. We practice the Fire Safety Procedures throughout the school year. At the start of each school year we learn what to do in the event of an Earthquake or Intruder on campus. A district wide Earthquake Declared Emergency Drill is conducted each spring.

Sincerely,

Cathy Okubo
Principal

8/14/06