

Azevada Elementary School Disaster/Safety Information For Parents & Students



Please tear off and post for reference

Tips for student release in a disaster

1. Keep your student's school EMERGENCY CARD UPDATED at all times. Your child will only be released to those identified on the emergency release form.
 - Cell phone numbers should be on the disaster form! When phone lines are down, this may be the best way to communicate with you.
2. You and/or your designee MUST show PICTURE IDENTIFICATION before a child will be released.
 - Be prepared to show ID. We can not release to children unless we have positive identification
3. DO NOT go directly to the classroom. Follow the check out procedures. Go directly to the STUDENT REQUEST station. (You may have to wait as we process each request!)
4. In the event you find Azevada School empty, the following are Azevada's evacuation sites: Walters Jr. High School and/or Kennedy High School. Your last resort will be to contact the Fremont Police Department.

Working Together to Keep Students Safe!

Azevada School staff and parent community have developed a very comprehensive safety/disaster plan. In the event of an emergency or disaster, our staff has been trained in appropriate procedures to ensure the well being of our students. It is important that parents, staff and students are aware of the procedures and work together in an emergency.

In this booklet you will find information about safety and disaster planning. Every child **MUST** have three components to make our plan work. Please complete and return the following forms that are attached at the end of this handbook.:

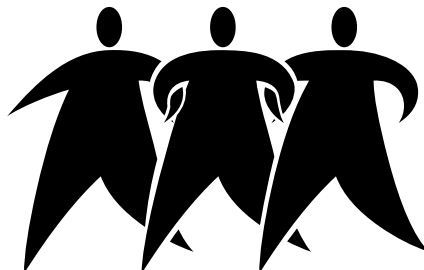
1. Updated emergency release form: this form provides emergency contact information for your child. It also allows you to specify who can pick up your child in the event of a disaster. **Your child WILL BE RELEASED ONLY TO THOSE PEOPLE WHOSE NAMES YOU PROVIDE ON THIS FORM.**
2. Student ID Badge: In the event of a disaster, this badge will be pinned on your child. It is critical that you complete this information as it may be used by emergency/hospital personnel.
3. Student Survival Bag: In the event of a “lock down” (students cannot leave the room due to toxins in the air, dangerous persons or animals on campus, etc.) our teachers will institute a “shelter in place.” It is possible that your child may spend hours in the classroom unable to leave. For that reason, we request that each child be provided a survival bag with basic necessities.

It is our intent to protect ALL of our children. Please support us in this effort by familiarizing yourself with our procedures and returning the requested forms and items with your child.

In this booklet we have also provided information about

1. picking up your child in a disaster;
2. what to do if you, the adult, are on campus during a disaster;
3. a list of general supplies needed for classroom safety backpacks.

You will also find the appropriate forms for emergency release, student ID badge and student survival bags.



Release Procedures

In the event of a major disaster there may be panic and confusion. For this reason, we are informing you now of our release procedures. We ask that you please review this information and work with us as we try to protect each and every child on our campus. We have also repeated this information on the cover of this booklet so you can post it or place it in a safe place for quick reference.

Procedures

1. All parents/guardians must have submitted a “Disaster Release Form” for their child indicating WHO can pick up the child from school in the event of an emergency.
2. DO NOT call the school. Please come to Azevada immediately or send your designee.
3. When you or your designee arrive at Azevada, there will be a Request Station in the front of the school. Please DO NOT go directly to the classroom to find your child!
4. At the Request Station, your Disaster Release Form will be pulled and you or your designee will need to show IDENTIFICATION.
5. Your child will be sent to the front of the school, and you will meet your child at the final RELEASE Station. The request and release forms will be matched once again and checked for security. You will then need to sign that you have the child and are assuming responsibility.
6. Your child will NOT be released to anyone who is NOT on the Disaster Release Form and/or does NOT have picture identification.

It is our intent to protect all of our children. Please review these procedures and call with any questions or concerns. Your child will remain with us at school until we receive notification from the District to do otherwise. At that time, all remaining children will be placed in the care and custody of the Fremont Police Department or other agency that may be assuming responsibility.

Thank you for your attention and review of this important issued.

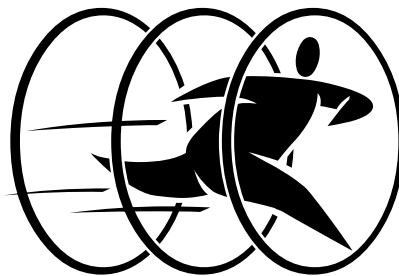


Safety Drills on Campus

As part of our regular program, children and staff practice safety drills on a monthly basis. Our drills include practice in the event of a fire, an earthquake, a bomb threat, a stranger on campus, and a hazardous material spill. In each of these events the children learn different safety procedures:

FIRE:	Immediately evacuate
EARTHQUAKE:	Duck, cover and remain still until an evacuation signal is given.
BOMB THREAT:	Respond to directions from police personnel.
STRANGER ON CAMPUS:	Students practice “locking down” by walking indoors and securing rooms. They also practice evacuating to one side of the school or the other.
HAZARDOUS MATERIAL SPILL:	Depending upon the direction of the wind, the students will either “lock down” in the classroom or be evacuated to a safe place. In a lock down, doors and windows are sealed and NO ONE is allowed to leave or enter.

It is important that you are aware of our drills, Should you be on campus during a drill, you will be expected to participate just like the students. In the event of a lock down, you will also be expected to lock down and remain in a classroom until the safety signal is given. Please note that during a lock down all doors are locked and NO ONE enters or exits the space. Your cooperation is greatly appreciated.



Safety Supplies

The safety committee has organized safety supplies in three areas of the school.

1. “Lock Down”/”Shelter in Place” Classroom tubs
2. Classroom Backpacks
3. School Safety Container

1. Shelter in Place Tub

Each room in the school has a shelter in place tub. The zip lock bags with individual student survival supplies are placed in each classroom tub with the child’s name. Additional tubs are placed in the lunchroom, office, cafeteria, and science room. These are filled with extra supplies donated by parents.

2. Classroom Safety Backpacks

Each room is equipped with a safety backpack. The backpack is equipped with general supplies to be shared by all students. Examples are first aid supplies, flashlights and gloves. In addition teachers keep the student emergency release information and ID badges for all children.

3. Safety Shed

The PTA maintains a full school safety shed that includes food, water, blankets, search and rescue equipment (hard hats, axes, ropes, etc.) advanced first aid supplies, tents, communication equipment, etc. In the event of a major disaster, it is our goal to be prepared to sustain and care for our students for 24 – 48 hours until emergency rescue personnel are dispatched.

We need help and donations in order to keep this level of safety preparedness. We ask that every parent provide an individual zip lock survival bag for their child. In addition, if you can donate any of the following supplies, please send them to school. Your help is needed and appreciated.

- extra water bottles
- extra perishable food
- waterless soap
- first aid supplies
- flashlights with batteries
- heavy duty glow lights
- kleenex/toilet paper
- pre-moistened towlettes or baby wipes

Be Prepared!



Student Survival Bag

Please complete the information and place this form along with survival items for your child in a large ziplock bag. Please return the bag to the classroom teacher.



In an emergency your child will be given his/her survival bag which you have prepared for them. This bag may be used during a “lock down” in the classroom or a natural disaster.. Please put items that you know your child will use or eat in a large zip lock bag. Suggested items are:

- cans of juice (no juice boxes that can be punctured and leak)
- granola bars or other hard type of non perishable food
- water bottle
- nuts
- power bars
- fruit roll ups
- small pack of Kleenex
- waterless hand sanitizers
- any other non-perishable item that you know your child will eat or drink

STUDENT NAME: _____

TEACHER: _____



Student ID Badge

Please complete all sections of this sheet. It will be attached to your child in the event of a significant emergency and can be used by staff and/or emergency or hospital personnel. This form needs to be returned to the classroom teacher.

<p>Student Name:</p> <p>Age:</p> <p>School Name: Azevada Elementary</p> <p>Home Address</p> <p>City:</p> <p>Telephone:</p> <p>Father's Name:</p> <p>Father's work telephone #:</p> <p>Mother's Name:</p> <p>Mother's work telephone #:</p> <p>Cell Phone:</p> <p>In case of an emergency, in addition to the above listed parents, this student may only be released to:</p> <p>Name: Telephone #:</p> <p>Name: Telephone #</p> <p>Name: Telephone #</p> <p>*Out of State/Country contact name and phone # Name: Telephone#</p>	<p>Medical History:</p> <p>Heart <input type="checkbox"/></p> <p>Asthma <input type="checkbox"/></p> <p>Diabetes <input type="checkbox"/></p> <p>Seizure <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p> <p>Medications:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Medication Allergies:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Medical Disabilities or Conditions:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>In case of Disaster or Emergency:</p> <p>List any medical complaint or injury:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>List all treatment given to student prior to arrival of emergency personnel:</p> <p>_____</p> <p>_____</p> <p>_____</p>
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