

## **Hidden Hills Elementary School Emergency Procedures**

Below is a brief description of each of our emergency procedures:

### **Fire:**

1. The fire alarm rings, and fire department is automatically notified.
2. Everyone evacuates to the marked playground area, near the basketball courts.
3. Teachers and staff take attendance to ensure that everyone is safe.
4. All clear bell rings when safety of the building is assured.
5. If building is deemed unsafe, students will be released following the "Student Release Procedures" (see below).

### **Earthquake:**

1. Students go under desks or tables, holding onto its leg.
2. When shaking has stopped, fire drill bell will ring to indicate that everyone will need to walk out to the playground to the designated area near the basketball courts. The fire department is automatically notified.
3. Teachers and staff take attendance to ensure that everyone is safe.
4. If students or staff are injured or missing, teams are assembled to "search and rescue."
5. Students will be released to the parents following the "Student Release Procedures" (see below).

### **Environmental:**

1. All rooms are locked-down.
2. Crevices in doorways and windows are sealed as much as possible.
3. Students gather away from windows and exterior doors.
4. All clear signal will indicate that we no longer have environmental emergency.

**Student Release Procedures:**

1. Parents (or caregivers) must go to the “Request” gate (entrance to playground closest to B building).
2. Parents fill out “Parent Request Form” (see below) requesting that their child be released.
3. A runner will take the form and get the child to meet their parents at the “Reunion” gate. Parents will not be allowed to come into the playground.
4. Parents must go to the Reunion gate (entrance to playground from the grass field) to meet their child there.
5. Parents must show ID and the name on the ID must match what’s in the student’s “Disaster Release Form.”
6. The child will be released to the parents.

**Parent Request**

**Child’s Name:** \_\_\_\_\_

**Teacher’s Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Staff Member** \_\_\_\_\_

**Relationship:** \_\_\_\_\_ **Mother**  
\_\_\_\_\_ **Father**  
\_\_\_\_\_ **Grandparent**  
\_\_\_\_\_ **Other**

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**Parent Name (please print)**

**Parent Signature**