

# Parent Emergency/Disaster Preparedness Planning Guide



SARATOGA UNION  
SCHOOL DISTRICT

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Saratoga Union School District  
20460 Forrest Hills Drive, Saratoga, CA 95070  
(408) 867-3424  
[www.saratogausd.org](http://www.saratogausd.org)

Dear Parent/Guardian,

The safety and welfare of our students and their families are of major concern to the Saratoga Union School District Board of Education and to all District personnel. Effective management of District resources during and following a disaster is an important component of the restoration of educational services. Our history in California has made us keenly aware of the potential dangers from disasters such as earthquakes as well as man-caused emergencies. It is essential that a safe and orderly environment be restored following an emergency or critical incident. For these reasons we actively plan, rehearse, and evaluate our state of readiness and ability to successfully cope with any emergency. Our efforts will include the following four areas so that parents/guardians are aware of and support the procedures that the District will adhere to in a time of disaster.

We will:

1. Instruct our students in earthquake preparedness and in school emergency procedures designed to maximize student safety in a disaster.
2. Prepare our personnel to respond to an emergency according to predetermined procedures designed to prevent injuries and give care and support to students.
3. **Communicate with our students' families about earthquake and emergency preparedness measures that will assist them to protect themselves and their property.**
4. Communicate with parents about the school disaster preparedness procedures so that in an emergency, school and home can work cooperatively in the best interest of students.

*Nancy B. Johnson*  
Superintendent

To provide a safe learning environment for students:

- All visitors on school campuses must report to the office and sign in and sign out.
- Students are released only to authorized persons. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.
- Parents receive safety information through school newsletters and eNews messages.
- Students and staff practice safety drills regularly: earthquake drill, fire drill, lockdown drill, and shelter in place drill.
- SUSD follows California State Education Laws and enforces zero tolerance with regards to weapons, drugs and alcohol, explosive devices, destruction of property, threats, extortion and robbery.
- SUSD maintains close contact with the Santa Clara County Sheriff's Office West Valley Patrol Division, the Saratoga Fire Department and the City of Saratoga, and with all agencies working together to maintain safety.
- SUSD strives to provide a school climate that is free from bullying, harassment or discrimination in any form. Policies and procedures concerning harassment of students are distributed to parents, and student guides are reviewed with students.

## Keeping Informed

SUSD will make the best decision possible with the information available at the time. As soon as we know there is a problem, we begin an analysis of the situation with the District Maintenance Director, Principals, School Board, other Districts in the area, City and County emergency groups, P.G.&E. or appropriate service vendors to determine severity of problems, advisories, estimated time of repair or changing conditions. We target our decisions for 6:45 - 7:15 a.m. using the best data available at that time. Our decision is based on the safety of students. After we decide to hold school half-day or close school, we alert you through School Messenger, radio announcements, and signs at the school. Please listen for current information on:

KGO RADIO 810 AM  
KTVU-TV CHANNEL 2  
KNTV-TV CHANNEL 11

KCBS RADIO 740 AM  
KRON-TV CHANNEL 4

SUSD will also post crisis/emergency messages when possible and necessary using the following media:

- District website at [www.saratogausd.org](http://www.saratogausd.org)
- School telephone trees
- Emergency eNews, voice, and or text via School Messenger

## Keeping Children Safe

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Our first priority is keeping children safe. Under some circumstances, the safest place for children can be their school. Parents should be aware that outdoor activities, sports events, and field trips might be canceled to reduce the risk of danger for students.

### Lockdown

A “Lockdown” event occurs when there is an immediate hostile threat to the school. This may be an intruder, a firearms event, or an enraged non-custodial parent trying to take their child from school. When a “lockdown” announcement is made:

- All staff and students seek immediate cover in a locked room.
- All school activities cease.
- 911 is called.
- All staff and students remain in “lockdown” until released by the police or an “all clear” announcement is made by school personnel.

### Shelter in Place

A Shelter-in-Place event occurs when there is a threat in the vicinity of the school. This may be a hazardous material spill or police action in the area. In order to ensure the safety and health of students, the school campus is secured and visitors are closely scrutinized or not allowed in the school at all depending on the event. Activities inside the school continue. Depending upon the specific event, students may be required to remain in school for an extended period; for example, in the event of a biological threat. It is the school district’s goal to return children to their parent/guardian as soon as it is determined to be safe to do so. The school district follows the directions provided by health and public safety officials.

- Shelter-in-place is a temporary measure (i.e. minutes or hours, not days) designed to utilize a school/facility and its indoor atmosphere to separate students and staff from a hazardous outdoor environment or acts of violence that have occurred in the vicinity of the school.
- Neutral pressure is created in the school/facility by closing all windows and doors, and shutting down the heating, ventilation and air-conditioning system so that contaminated air will not be drawn into the building.

## Evacuation of Schools

- If a crisis/emergency occurs during school hours or school activities, SUSD does not intend to keep children from their parents.
- School will not automatically be canceled in a crisis/emergency situation. School may well be the safest place for students. The school district will ensure that students are safe inside their schools until such time that the threat has been reduced.
- Parents will be informed of the alternate shelter location via the school district's emergency messaging system.

## Release of Students to Parents

- Should public safety officials enforce the evacuation of a school, students and staff members will be safely transported by bus to a designated parent-student alternate shelter location. Students may be held at this alternate shelter site for various reasons until release is approved by public safety or health officials depending on the circumstances of the event.
- Parents will be permitted to pick up their children unless public safety officials have restricted access to the school during a shelter-in-place response or there is some other reason why access to the school has been restricted.
- Students will only be released to those individuals authorized as an Emergency Contact by the parent during their student information update, or who have written permission from a parent or guardian.
- Parents will be required to present proper identification in order for students to be released from an alternate shelter location.

## Contact Numbers

Nancy Johnson	Superintendent	(408) 867-3424, x502
Roberta Zarea	Asst. Supt. Ed. Services	(408) 867-3424, x206
Joe Martinez	Director of Maintenance	(408) 867-4060
Karen van Putten	Principal, Argonaut	(408) 867-4773, x238
Joe Bosco	Principal, Foothill	(408) 867-4036, x232
Brian White	Principal, Saratoga	(408) 867-3476, x234
Barbara Neal	Principal, Redwood	(408) 867-3042, x506

# District Map

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## Foothill Elementary School

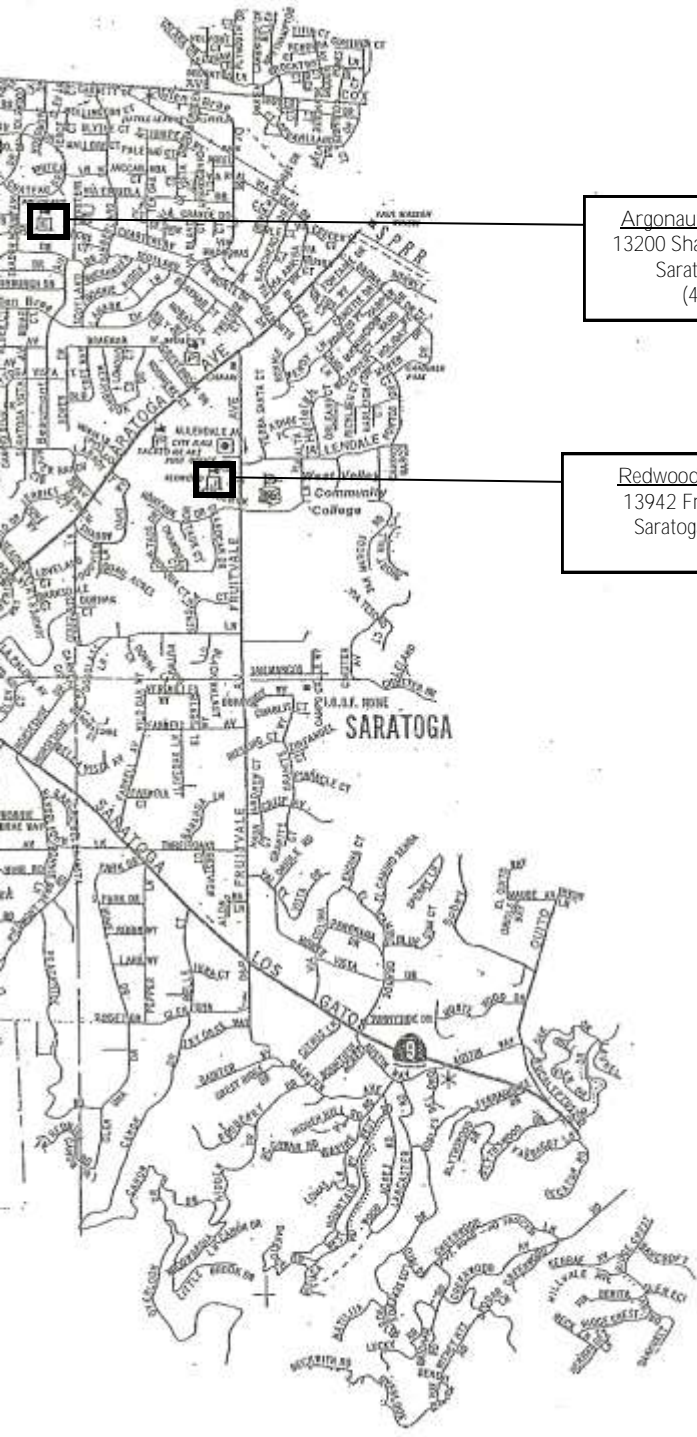
13919 Lynde Avenue  
Saratoga, CA. 95070  
(408) 867-4036

## Saratoga Elementary School

14592 Oak Street  
Saratoga, CA. 95070  
(408) 867-3476

Saratoga Union  
School District Office  
20460 Forrest Hills Drive  
Saratoga, CA. 95070  
(408) 867-3424





Argonaut Elementary School  
13200 Shadow Mountain Drive  
Saratoga, CA. 95070  
(408) 867-4773

Redwood Middle School  
13942 Fruitvale Avenue  
Saratoga, CA. 95070

## What You Can Expect Schools To Do

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The first priority of every staff member will be to immediately account for and attend to the needs of every student.

## Environmental Hazards

- Designated school staff members respond to various health emergencies and work closely with public health officials.
- In situations involving environmental hazards, staff assist students who show symptoms of exposure to biological or chemical contaminants.
- Basic decontamination involves separating the exposed student from other students and directing the child to wash thoroughly with soap and water.
- If possible, staff will allow the student to take a shower and provide alternate clothing. Exposed clothing will be placed and sealed in plastic bags.

## Field Trips

Field trips will be canceled district-wide during a crisis/emergency situation. Cancellation information will be announced via the school district's emergency messaging system.

## Stockpiling of Food and Water

School sites maintain limited supplies of food and beverages should the need arise for additional food services.

## Students Requiring Medication

Parents of students who require medication are asked to make sure that the school has an appropriate amount of medication on hand. The appropriate amount should be based upon advice from the student's physician.

## Student Access to Media

School staff will limit the use of television and radio broadcasts in classrooms to avoid overexposure to media reports. Principals will use discretion in determining the appropriateness of the use of media broadcasts.



- Realize that school sites have a high priority in local law enforcement, fire safety, and Civil Defense plans and your children are likely to have better access to any emergency services on a school campus than they would in most other locations.
- Understand that if an emergency is declared, the school campus will be closed and parents calling for children will be expected to wait until all students are accounted for and can be signed out in an orderly procedure. PLEASE DO NOT ever remove your children from a school campus without signing them out. This will greatly hamper efforts to account for everyone and precious time will be wasted looking for what is presumed to be a lost child.
- Parents should avoid excessive phone calls including cell phone calls as they interfere with essential emergency communication and easily overtax the equipment capacity resulting in a nonfunctional system.

A crisis or safety concern may occur at any time in our community or in neighboring communities. Children may be confused and/or frightened by information they hear in conversations and in news reports, and they will look to adults for guidance as to how to react. The following quick reference offers parents suggestions for establishing a sense of security and safety to help their children cope in a crisis situation. Additionally, following a crisis, school psychologists and counselors are available to assist students.

### Emotional Support

- Limit the amount of exposure your child has to newspapers, televised news reports, and social media. Repetitive discussion of the situation may re-traumatize a child.
- Be honest with your children about what has occurred and provide facts about what has happened. Use age appropriate terms for better understanding.
- Encourage your child to talk about his or her feelings and concerns. Share your feelings with your child.
- Reassure your child that he/she is safe.
- Spend extra time with your child, especially doing something fun or relaxing for both of you.
- Remember the importance of touch. A hug can reassure your child that he/she is loved.
- Watch for ongoing signs of difficulty. Some warning signs are: withdrawal from social contact, change in eating or sleeping habits, nightmares and unusual clinging.

Children may:

- Appear unaffected
- Ask questions about the death repeatedly
- Be angry or aggressive
- Be withdrawn or moody
- Be sad or depressed
- Become afraid
- Have difficulty sleeping or eating

We ask that you listen to your children. If they want to talk, answer their questions simply, honestly, and be prepared to answer the same questions repeatedly.

### Safety Support

- Review basic safety precautions.
- Review family safety procedures so your children will feel prepared if an emergency situation occurs.
- **Monitor and supervise your child's outdoor (play) activities.**
- Know where your child is at all times and whom your child is with.
- Pre-arrange a place where your children should go in the event you are delayed and are not home at the end of the school day.
- Remind your child to always report any suspicious persons or activity to a trusted adult.

### Online Resources

Parent Guidelines for Crisis Response, [www.cde.ca.gov/ls/ss/cp/tragedy.asp](http://www.cde.ca.gov/ls/ss/cp/tragedy.asp)

Talking With Kids About the News, [www.pbs.org/parents/talkingwithkids/news](http://www.pbs.org/parents/talkingwithkids/news)

Helping Children Cope with Tragedy and Related Anxiety  
[www.nmha.org/go/information/get-info/coping-with-disaster/helping-children-handle-disaster-related-anxiety](http://www.nmha.org/go/information/get-info/coping-with-disaster/helping-children-handle-disaster-related-anxiety)

Helping Children Cope in Unsettling Times: Tips for Parents & Educators  
[www.nasponline.org/families/unsettlingtimes.pdf](http://www.nasponline.org/families/unsettlingtimes.pdf)

Talking to Children About Violence  
[www.nasponline.org/resources/handouts/revisedPDFs/talkingviolence.pdf](http://www.nasponline.org/resources/handouts/revisedPDFs/talkingviolence.pdf)

Santa Clara County Office of Education: Emergency Information  
[www.scooe.org/resources/emergencyinfo/Pages/default.aspx](http://www.scooe.org/resources/emergencyinfo/Pages/default.aspx)

U.S. Department of Homeland Security, [www.ready.gov/kids](http://www.ready.gov/kids)

Federal Emergency Management Agency, [www.fema.gov](http://www.fema.gov)

Crisis Website Resources,  
[www.nasponline.org/resources/crisis\\_safety/crisislinks\\_2003.aspx](http://www.nasponline.org/resources/crisis_safety/crisislinks_2003.aspx)

Bill Wilson Center: [www.billwilsoncenter.org](http://www.billwilsoncenter.org)

## Safety Procedures at School Sites

1. Signs directing all visitors to report to the office are prominently displayed.
2. All visitors must report to the school office and sign in and sign out. Badges are required for visitors, volunteers, and District personnel to facilitate identification of all authorized persons on campus.
3. Staff contacts the office immediately when encountering an unidentified person or possible unsafe situation.
4. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.
5. Evacuation routes to emergency holding areas both on and off campus have been established.
6. In the event of a disaster, emergency information will be provided to the media and phone recordings will provide parents with status reports.

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