



The Emergency Disaster Plan for Saratoga USD Schools

Our schools have evacuation and emergency plans in case of disaster. There is always a possibility of fire, toxic gas, earthquake, explosion or other emergency situations. Due to the unpredictability of the varied types of potential disasters, which can occur, it is difficult to give specific details of each emergency plan. However, it is important for you to be aware of several important points:

1. In the event of a disaster, students will remain at school. School personnel will remain to look after the safety of your child(ren). The District plans to notify parents through the district messaging system, social media, local radio stations and/or through whatever means are at our disposal, when it is safe for parents to pick up children.
2. For the above reason, the District strongly urges parents to have a battery operated radio available since, in some disasters, electrical power may be off and telephone communications will be limited or not at all possible.
3. Because of the possible traffic problems, please do not drive to the school to pick up your child until directed to do so. The District has an emergency plan and conducts drills at each school. We will aid students at the school and will not send them out of the school into danger.
4. If the decision is made to release students, they will be released only to parents or to persons identified as your emergency contacts. Please make sure that the office is notified if there are any changes to your contact list.

We encourage parents to read the Emergency and Safety information posted at www.saratogausd.org/emergency. We appreciate your cooperation and hope that you will call your child's school if you wish further information.

Student Emergency Release Procedures

The following student emergency release procedure is designed to ensure that parents/guardians know where to pick up their children in the event of a school-wide emergency or an event that causes students to be released at an unplanned time. The additional benefits of the release program are to lessen the confusion/panic of an unplanned event and to ensure that students are released only to those people who are written on the emergency card.

IN CASE OF A DECLARED EMERGENCY BY THE SUPERINTENDENT DURING SCHOOL HOURS, ALL STUDENTS WILL BE REQUIRED TO REMAIN AT SCHOOL OR AN ALTERNATE SAFE SITE UNDER THE SUPERVISION OF DISTRICT PERSONNEL:

1. Until regular dismissal time and then released only if is considered safe, OR
2. Until released to an adult authorized by the parent of legal guardian whose name appears on District records.

Parent Notification of School Emergency: In the event of a school-wide emergency, the school will send out automated voice, text and email messages through the district messaging system, providing the phones and/or internet are working. The system will only contact the parents/guardians listed on each student's record at the phone number(s) and email addresses provided when you completed your child's annual enrollment update. Phones may not be answered at the school or District Office in the event of an emergency as staff will be focused on students and/or emergency personnel. Listen to local radio stations in event the messaging systems are down.

(see next page)

Student Release Procedure:

- Students and teachers are trained to assemble in a specified location after the initial emergency evacuation. No students will be released until after they move to their grade level areas.
- Your student will only be released to parent/guardian or someone designated by the parent/guardian on the emergency card.
- **Important Note:** During an emergency situation, we may be unable to attempt to contact parents/guardians. This means that the first person who arrives at the school and is listed on the emergency card will be able to sign out and leave with your student. We make a note of who signs a student out and their destination so that a parent/guardian will know how to locate their child.
- When you arrive on campus to pick up your child, follow the protocol and remain calm.

Prior to arriving:

- A. Bring I.D. (driver's license or passport). This is critically important to ensure that the students are released only to authorized people.
- B. Know whom you are picking up. Remember that once the child is released to an authorized adult, that adult is now responsible for that child!

Arriving at school:

- A. Park in a safe location. Do not block driveways, gates, or parking lot drive-through.
- B. WALK on to the campus or designated pick-up area. The school will already be following its emergency procedures. Calmly follow the directions of the staff.
- C. You will be directed to your child's grade level area for checkout. Wait for your turn, then identify yourself and whom you are picking up. Present your identification to the staff member who is helping you.
- D. ****Remember you must be listed on the emergency card. NO EXCEPTIONS!** Parent who have more than one child to check out will have to proceed to each grade level release area.
- E. This procedure will take time! Do not be in a hurry or panic. The protocol is set up to make sure each child is released to an authorized adult, to account for each child, and to make the atmosphere as calm and non-stressful as possible for both the students (who are waiting) and the parents/guardians (who are checking them out).
- F. After signing out the children, we ask that you leave the campus immediately.

Emergency Phone Numbers

- American Red Cross Silicon Valley, (877) 727-6771
- Local Area Television Station and Local Area Radio Stations including:
 - KCBS, AM 740 ; KGO, AM 810
 - KRON-TV, channel 4; KTVU-TV, channel 2
- Emergency Services, 911
- Road Conditions, (800) 427-7623
- Saratoga Union School District Office, (408) 867-3424
Do not call the office as staff will be tending to students or working with emergency services! Monitor your email and text for notifications.
- Police/Fire Departments Saratoga Sheriff's Office (non-emergency), (408) 299-2311
- Saratoga Fire Department (non-emergency), (408) 867-9001
- Hospitals:
 - El Camino Hospital Los Gatos, (408) 866-4030
 - Good Samaritan, (408) 559-2011
 - Kaiser Permanente Santa Clara, (408) 236-6400
- Office of Emergency Services of Santa Clara County, emergencymanagement.sccgov.org/home