



# Parent Emergency/Disaster Preparedness Planning Guide

## Poway Unified School District

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Dear Parents/Guardians:

The safety and welfare of our students and their families are of major importance to the Poway Unified School District Board of Education and to all District personnel. Effective management of District resources during and following an emergency or disaster is an important component of the restoration of educational services. Our history in Southern California has made us keenly aware of the potential dangers from disasters such as fires or earthquakes, as well as man-caused emergencies. It is essential that a safe and orderly environment be restored following an emergency or disaster. For these reasons we actively plan, rehearse, and evaluate our state of readiness and ability to successfully cope with any emergency or disaster. 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 need.

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 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 staff and parents can work cooperatively in the best interest of students.

## **SAFETY FIRST . . .**

To provide a safe learning environment for students:

- All visitors on school campuses must report to the office and sign in and sign out. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.
- Students are released for medical, emergency or other reasons, only to authorized persons.
- Parents and students receive safety information through school newsletters and flyers.
- PUSD follows California State Educational Laws and enforces zero tolerance in regard to weapons, drugs, tobacco, alcohol, electronic nicotine delivery systems, explosive devices, destruction of property, threats, extortion, robbery, hate/harassment behavior and bullying.
- The school district maintains close contact with the San Diego Police Department, Poway Sheriff's Department, Poway Fire Department, City of San Diego Fire Department, San Diego County Emergency Medical Services, and other agencies working together to maintain safety.
- PUSD strives to provide a school climate that is free from bullying, harassment, or discrimination in any form. Policies and procedures concerning harassment or bullying of students are distributed to parents, and student guides are reviewed with student

## **WHAT YOU CAN EXPECT SCHOOLS TO DO . . .**

- The first priority of every staff member will be to immediately account for and attend to the needs of every student.
- Because we know that the safest place for your children in an emergency during the school day is on the school campus, children will be kept in the safest location on the school grounds until they can be reunited with their families, hopefully no more than 8 hours.
- Students generally will not be sent home before dismissal time and, if conditions are severe enough, may be kept on campus until such time as it can be determined that it is safe for students to return to their homes in the usual manner.
- The evacuation of students from the school campus will be considered only when authorities have determined that occupation of the school campus is unreasonable due to unsafe conditions. Alternative sites have been designated in the event of an evacuation.
- Staff members work cooperatively with Law Enforcement, Fire Safety, Civil Defense, and the American Red Cross to assure collaboration in providing effective emergency services for the school and the community.
- Your children will be instructed regularly in emergency procedures for earthquake and other disasters, and will have regularly scheduled opportunities to practice such maneuvers as, "Drop Cover & Hold", building evacuation, fire drills, and campus lock-down drills.
- School buildings are designed and constructed to meet the highest earthquake structural standards and should withstand all but the most severe earthquake.
- All schools have an active School Site/Safety Council, comprised of staff, parents, law enforcement and administration. The group meets regularly to review and exercise oversight of the Comprehensive School Safety Plan.

# DISTRICT MAP AND SCHOOL ZONES ...

## ZONE D

- \*D1 Rancho Bernardo High  
– Primary Center
- \*D2 Bernardo Heights Middle  
– Secondary Center
- D3 Highland Ranch Elementary
- D4 Rolling Hills Elementary
- D5 Westwood Elementary

## ZONE E

- \*E1 Del Norte High  
– Primary Center
- \*E2 Oak Valley Middle  
– Secondary Center
- E3 Del Sur Elementary
- E4 Design 39 Campus
- E5 Monterey Ridge Elementary
- E6 Stone Ranch Elementary
- E7 Turtleback Elementary

## ZONE C

- \*C1 Poway High – Primary Center
- \*C2 Twin Peaks Middle – Secondary Center
- C3 Chaparral Elementary
- C4 Garden Road Elementary
- C5 Midland Elementary
- C6 Painted Rock Elementary
- C7 Tierra Bonita Elementary

## ZONE B

- \*B1 Mt. Carmel High  
– Primary Center
- \*B2 Black Mountain Middle  
– Secondary Center
- B3 Adobe Bluffs  
Elementary
- B4 Los Penasquitos  
Elementary
- B5 Sundance  
Elementary
- B6 Sunset Hills  
Elementary

## ZONE H

- H1 TWIN PEAKS CENTER  
Alternative Programs,  
Caring Connections,  
CT&AE, Facilities, M&O,  
Planning, Purchasing,  
Pubs, Transportation,  
Warehouse

## ZONE A

- \*A1 Meadowbrook Middle  
– Primary Center
- \*A2 Abraxas High  
– Secondary Center
- A3 Creekside  
Elementary
- A4 Morning Creek  
Elementary
- A5 Pomerado Elementary
- A6 Shoal Creek  
Elementary
- A7 Valley Elementary

## ZONE F

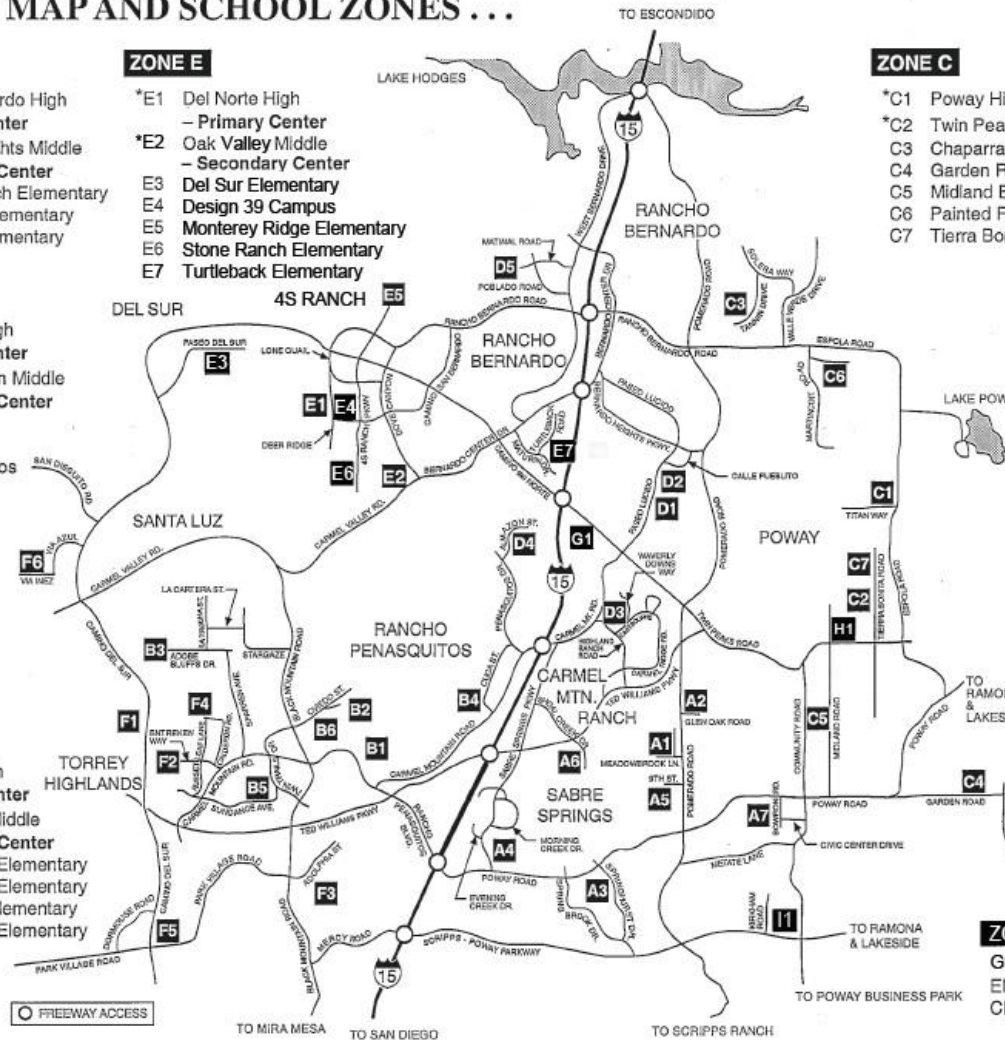
- \*F1 Westview High  
– Primary Center
- \*F2 Mesa Verde Middle  
– Secondary Center
- F3 Canyon View Elementary
- F4 Deer Canyon Elementary
- F5 Park Village Elementary
- F6 Willow Grove Elementary

## ZONE I

- I1 Poway Business Park  
Food and Nutrition

## ZONE G

- G1 DISTRICT OFFICE AND  
EMERGENCY OPERATIONS  
CENTER (EOC)



Revised  
May  
2014

*\*Within each zone, Primary and Secondary centers may be used to house students for extended periods of time.*

## **ALERT PROCEDURE . . .**

**DROP, COVER & HOLD** – No warning event, e.g., earthquake:

- With no warning, prompt action in securing cover will save many lives.
- The teacher will give on-the-spot instructions.

**IF INSIDE** – The school building:

- Drop to knees with back to the windows and knees together.
- Duck Head, drop to floor – cover and hold – lock arms around desk/table leg/ etc.
- Bury face between knees, cover ears and side of face with arms.
- Stay in this position until further instructions are given.

**IF OUTSIDE** – The school building:

- If any protection (curb, bench, ditch) is within a few steps, crouch or lie behind it.
- If in the open, drop to the ground and flatten body. If explosion occurs, drop to ground facing away from the blast, bury face between knees, close eyes, cover ears and side of face with arms.
- After a 10-second period, follow next instructions.

**ALERT** – Adequate Warning:

- The warning signal will be the principal's activated alarm signal.
- Release of students will be determined by Priority Release forms. Those children who are not called for by dusk will be transported to Primary or Secondary Centers, as noted on the map, for indefinite holding.

## **SCHOOL BUS PROCEDURE . . .**

1. If the bus is already on the road, the driver will continue to his/her original destination if possible, or report to the closest school where the principal will assume the responsibility for the students.
2. If the bus is in the process of picking up students, the driver will **CONTINUE** loading each scheduled school bus stop and proceed to his/her original destination or report to the closest school.
3. If the bus is on the road delivering students to their home, the driver will continue to the regular bus stop. If the driver is in doubt as to the extent of damage, he/she will not release the students off the bus. The driver will monitor the two-way radio for specific instructions. If the two-way radio is inoperable, the driver will report back to the school of attendance or the closest school possible.
4. If the bus is in the process of a special assignment (such as an activity trip), the driver will proceed to the destination prescribed. If the driver is in doubt as to the extent of damage, he/she will not release the students off the bus. The driver will monitor the two-way radio for specific instructions. If the two-way radio is down, the driver should report back to the school.
5. If a driver is in doubt as to the extent of damage, the two-way radio is inoperative, and the route to a district school is not feasible, the driver will attempt to proceed to the nearest school or emergency station such as police or fire departments. The driver will remain stationary with the students if all else is impossible.

## **IN THE EVENT OF A SCHOOL EMERGENCY, PLEASE TUNE INTO ONE OF OUR LOCAL RADIO STATIONS.**

- In the event of a disaster, monitor the Emergency Broadcast System for information related to schools.
- Keep school updated with current contact information (telephone and e-mail addresses) to receive Connect Ed communications.

## **WHAT PARENTS CAN DO TO HELP . . .**

- Avoid excessive phone calls including cell (wireless) phone calls as they interfere with essential emergency communication and easily overtax the equipment capacity resulting in a nonfunctional system.
- 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 because 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.
- Make certain that your children's school emergency card is accurately and completely filled out and returned to the school. Contact the school office promptly to correct any obsolete information (for example, a change in your work telephone number.

- If your child needs regular medication at school (health office only), assure there is a 3-4 day supply maintained at all times.
- Discuss with your children the emergency training they have received at school, give your support by stressing its importance, and encourage them to cooperate with school staff members, both in practice drills and in the event of a real emergency.
- Formulate your own home emergency plans and teach your children what they should do as a part of it. Instruct them as to whom they should go for adult supervision if you are not available and what they should do if an emergency occurs when they are enroute walking to or from school.
- Make sure your children are taking the safest routes to school and friends' homes, ones that avoid danger spots like alleys, new construction, and wooded areas. Test walk it together.
- Tell your children to stay away from strangers who hang around playgrounds, public restrooms, and empty buildings.
- Tell your children never to open the door to a stranger when they are alone in the house or apartment. Caution them about answering the phone and accidentally letting strangers know they are alone. Children can always say their parents are busy and take a message.
- Make sure they know how to work the door and window locks and that they use them when they are inside alone.
- Poway Unified School District provides a 24 hour Hotline, 858-PUSD-TIP (858-787-3847) for parents and students to anonymously report serious threats of violence that could impact the safety of our schools. Immediate emergencies should be referred to the police (911).

## **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 Connect Ed messages will provide parents with status reports.

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