



Parent Guide To Emergency Procedures

Drill procedures for emergencies and disasters are regularly practiced at school sites and supplies are maintained to provide a prepared response to an emergency.

WE ARE PREPARED

Carmel Unified School District (CUSD) is committed to providing a safe environment for students, staff and visitors. We work closely with our local safety officials – sheriff, police, fire and county emergency leaders to ensure our schools are well prepared for an emergency.

CUSD has an Emergency Preparedness Plan that guides staff and public safety partners to respond swiftly should a crisis occur in our schools.

In an emergency, go to the CUSD website

www.carmelunified.org

click on **Emergency Information**

Important information and regular updates will be posted



Call **911** for emergencies that threaten human life or property and need immediate attention.

Emergency Contact Information

| | |
|--|--------------|
| Big Sur Volunteer Fire Brigade | 831-667-2113 |
| Cachagua Fire Protection District | 831-659-7700 |
| Carmel Highlands Fire Protection District | 831-624-2374 |
| Carmel Fire Department | 831-620-2030 |
| Cal Fire San Benito-Monterey Unit | 831-333-2600 |
| Cypress Fire Protection District | 831-624-4511 |
| California Poison Control | 800-222-1222 |
| Carmel Police Department | 911 |
| Sheriff's Dispatch | 911 |
| CA Highway Patrol | 911 |

DURING EMERGENCY: Response Communication

In a school emergency, the first instinct of many parents is to call their child or rush to the school.

The best action parents can take in an emergency is to stay close to their phone and email and to monitor reports for regular updates and instructions.

- **DON'T** come to your child's school during emergency situations. The school access route and street entrance areas must remain clear for emergency vehicles
- **AVOID** calling the school or the district offices during the emergency. Please leave our lines open for emergency calls
- **STAY CLOSE** to the telephone listed on your child's emergency card for district updates through our automated telephone system or text messages
- **ENCOURAGE** your child to follow the school staff instructions and remain in the designated evacuation area until an authorized adult picks them up



If a school emergency or closing occurs, a text or phone message will inform you of the most current information available at that time. If it is an ongoing event, updates will be sent to you and available on the district website.

Parent/Guardian Role in Emergencies Steps you can take...

BEFORE EMERGENCY: Prevention/Preparedness

- Report any safety issues, concerns or rumors to your school principal or police/sheriff. Support security measures when visiting our schools by signing in and out at the school office and wearing a visitor's badge at all times
- **Regularly update your student's Emergency Card with your current contact and emergency information**
- This contact information will be used to alert you. In the event of an emergency, only those persons listed on the emergency card will be allowed to pick up students

FINDING YOUR CHILD AFTER AN EMERGENCY

Monitor the district's website:

www.carmelunified.org

Click on **Emergency Information**

If the school site is evacuated, how will I be able to locate my child? – Parents will be directed to a specific location called a **Parent Reunification Center** where they will be required to show valid photo identification.

Students will be released only to authorized individuals. We ask your help so we can reunite parents and students as safely and quickly as possible.

Student Release Procedure If There is an Emergency:

- Bring a photo ID with you to school
- Park only in areas designated for parents; leave room for emergency vehicles. Walk to school, if possible
- Follow the directions of school personnel and cooperate fully with public safety officials
- Fill out the Student Request Form
- Show photo ID at Request Gate
- Go to Student Release Gate to wait for student
- Only pick up student if authorized
- Leave campus as soon as you are reunited with the student(s) released to your custody

AFTER EMERGENCY: Recovery

Following a school crisis, specially trained district personnel are available to provide counseling and outside referrals to students, staff members and others who may need it.

- Monitor your student's behavior and let the school know if you think counseling or help is needed
- The district will work as quickly as possible to restore normal school operations and will inform parents of any changes