

# EMERGENCY PROCEDURES

**It is extremely important that you thoroughly fill out and return the Student Emergency Information sheets that are sent home in the Fall.**

In case of severe snowstorms, earthquake, or other emergency condition, we need to make emergency preparations. The staff and PTA at Briarcrest have plans on how to keep the children safe in the event of an emergency or disaster but we need the help of all parents and guardians. PLEASE take some time to review the items below.

1. In the event of an emergency or disaster, all students will be kept at school until they can be released to the school bus, to their parents, or **another designated adult**. Please keep your emergency information (on file in our office **up to date**. In addition, please fill out the **Student Emergency Information** sheet, which will be kept in your child's classroom, and return it. Buses will not be dispatched unless it has been determined safe for children to be sent home.

2. If an emergency occurs, students will be taken to a safe area of school. A **check-in/check-out point** will be established, and will be clearly marked. Parents or designated adults should go to this checkpoint when picking up a student. **DO NOT** go directly to where your child is located; **it may create confusion and upset children**.

3. We will need to keep telephone lines clear for communication with the school district and emergency services. During power outages, the phone lines may be out.

4. Please take this opportunity to set up a **FAMILY EMERGENCY PLAN** in case your child(ren) is/are sent home and you are not there. This is an important plan that should be in use throughout the school year. We will be asking your child about this plan when we go over emergency procedures. A message center and a plan for your child to go within your neighborhood should be established.

5. All Shoreline Schools have storage facilities for emergency supplies such as food, water, first aid supplies, tools, and other emergency equipment. This area is located on the school grounds, but separate from the main school building. Emergency food supplies will be replenished as they reach their expiration date.

6. If your child takes any medication which needs to be administered daily, please send some to be stored at school in the case of a days-long emergency.

The latest and most up-to-the-minute information can be found on the Shoreline School District Homepage at <http://www.shorelineschools.org>. This homepage is updated every three minutes.