



St. Mary of the Immaculate Conception School

"Where Christ's LIGHT Shines"

Emergency Evacuation Plan PARENT Plan A 2015-2016

Objective/Mission

The purpose of this Emergency Evacuation Plan is to notify all stakeholders: faculty, staff, parents, and students how to proceed in a full school evacuation. In the event of a small non-destructive emergency, the following instructions will work extremely well. In the case of a large, very damaging incident, we will have this plan in place so that we are better prepared to adjust and modify the safety of our school community to the needs of the moment. Being prepared and proactive is the main objective of our Emergency Evacuation Plan.

The full version of the St. Mary School's Emergency Response Plan and Emergency Faculty Assignments are available in the school office. St. Mary School staff reviews these documents annually and staff maintains their current first aid and CPR certification. The whole school community performs a preparedness drill every other year. You can prepare for a real emergency by reading through the following directions, making sure that you have updated the people listed on your emergency form who are authorized to pick up your student and informed the school of any medical or custody issues as necessary.

IN THE EVENT OF A REAL EMERGENCY

- 1) **Cars will only be permitted to enter the school from Bont Lane.** Cars will only be allowed to exit using Alpine. Follow the pick-up protocol diagram, which is attached at the end of this packet.
- 2) Follow the cones to the available pick up lane coordinated by the Transportation Team teachers.
- 3) **Please remain in your car** during this time. A transportation Team member will document your **PHOTO IDENTIFICATION, WHICH IS REQUIRED FOR ALL STUDENT PICK UP.**
- 4) Please note **STUDENTS CAN ONLY BE PICKED UP BY THE PEOPLE LISTED ON YOUR EMERGENCY FORM** that is in the school office. Please make the necessary updates to your forms in the office ahead of time.
- 5) The Transportation Team will escort students to their car and parents will sign that they have received their students.

- 6) Exit the school site by continuing past the school on your right and exiting on Alpine.
- 7) Additional staff will be taking care of water & sanitation, first aid, food prep and student supervision as well as checking in with headquarters for any other emergency needs to ensure the safe transfer of students.
- 8) All parents will be notified of any student emergencies or ambulance transport by headquarters staff.

Plan A is in effect during good weather.

Plan B: *In the event of poor weather, such as rain, enclosed areas will be used for the protection of students. The “Pick Up” and “Check Out” stations and procedures will remain the same, as well as photo identification requirements.

IN THE EVENT OF A DRILL

All procedures will be followed as in a real emergency as stated above. For the convenience of parents and the students as well as to facilitate a successful drill, additional protocols for the drill only are stated below.

- On the day of the school evacuation drill, all students may wear jeans with their regular school uniform polo and sweatshirt. This is for the comfort and safety of all students during the drill.
- Unlike a real evacuation, parents will be given a pre-designated time. Please arrive at the pick up point in front of the school office at the designated time.
 - If your last name begins as follows:
 - A-D 12:45 P.M.
 - E-L 1:15 P.M.
 - M-R 1:45 P.M.
 - S-Z 2:15 P.M.
- **PHOTO IDENTIFICATION IS STILL REQUIRED FOR ALL STUDENT PICK UP**
- **STUDENTS STILL CAN ONLY BE PICKED UP BY THE PEOPLE LISTED ON YOUR EMERGENCY FORM** that is in the school office. Please make the necessary updates to your forms in the office ahead of time.
- Please pick up your child/carpool at your designated time only.

