



Dear Parent(s) or Guardian(s),

The safety and welfare of our students and staff are our highest priority. In an effort to practice emergency procedures, we will conduct an emergency preparedness drill every three months.

The goals of the training drill are to improve our ability to protect students, save lives, and reduce injuries. They allow us to evaluate our emergency operations plan and improve our response skills. As part of the drill, the students and staff will participate in the activation of our school's Safety Plan.

In the event of an emergency, such as an earthquake, where we need to evacuate the building, we will convene in the parking lot of Rolling Hills Christian Church located at 800 White Rock Road. In order to protect students, in case of an actual emergency students will only be released to the parents and/or other adults listed on the student's Emergency Card. Any approved emergency contact person should do their best to bring identification. Please ensure that this card has updated and accurate information. You should assume that in an actual emergency, telephone communication may not be possible, so you should discuss your family meeting place and reunification plans in advance with anyone listed on the student's Emergency Card. This procedure is designed for your child's protection and for your peace of mind.

Further work at home on disaster preparedness may be done to help reinforce safety skills. You can obtain Red Cross materials from their website: <http://www.redcross.org> or by calling your local chapter.

If you have any questions or need further information, please do not hesitate to call our school office at (530) 676-4110.

Parent/Guardian Signature Date Office Admin Signature Date