

GOOD SHEPHERD LUTHERAN SCHOOL

1180 Lynwood Drive, Novato, CA 94947 Tel. (415) 897-2510

Carol Wise, Interim Administrator Cathy Timmer, Preschool Director

September 26, 2006

Dear Parents:

We would like to make you aware of the preparations we have made at Good Shepherd Lutheran School in the event of an earthquake or other emergency. Please read and **SAVE THIS LETTER** for later reference if necessary.

SCHOOL SAFETY

You should feel confident that the facilities, school disaster plans, and competent staff will keep your child safe during an emergency. Disaster plans are updated yearly, and fire/earthquake drills are held to better prepare our students for any emergency. School personnel have been trained in first aid and CPR.

DURING AN EARTHQUAKE

Teachers will immediately command “DUCK, COVER and HOLD.” Students and staff will remain under desks, or in appropriate locations, until after the shaking ceases. When the quaking has stopped, students will be dismissed to safe predetermined areas outside the buildings. They will remain outside until buildings are judged safe for re-entry.

TELEPHONES/COMMUNICATION

It is likely that a major disaster will seriously curtail telephone service. If telephones should be operational following a disaster, their use must be restricted to reporting medical, fire, or other emergencies. **PLEASE DO NOT CALL THE SCHOOL.** We will provide information for parents to be released by radio on KCBS 740 AM and KGO 810 AM. Parents will be advised concerning school conditions and dismissal procedures.

KCBS (740 AM) (415) 765-4074
KGO (810 AM) (415) 362-4809, and or
KSRO (1350 AM) (707) 545-1000

SCHOOL DISMISSAL

In the event of a major emergency, **CHILDREN WILL REMAIN UNDER THE SUPERVISION OF THE SCHOOL STAFF.**

PICKING UP YOUR CHILD

Good Shepherd Lutheran School has established the following procedures for student pick up:

No child will be released to anyone other than his/her parent or guardian, except under the following conditions:

1. The parent or guardian has previously completed Emergency Cards listing the adults the parent/guardian has specifically designated for pick-up.
2. The designated adult has proper identification.

Please note: unless a student's carpool driver is listed on the Emergency Card, students WILL NOT BE released to that person.

RELEASE LOCATION PROCEDURES

In the event of a general student release, please take note of the following:

1. Students will be released from the church narthex or the schoolhouse. Follow the signs to student release. It will be clearly marked.
2. Parents should park on upper Midway or adjoining streets and walk into the campus for student pick-up.
3. Do not come to the office; or block the access on Midway Drive that leads to the entrance of the school (emergency vehicles may need access to the school.)
4. **Again, only adults listed on the Emergency Card will be permitted to pick up your child.**