

Emergency Procedures for Parents

The following is a set of guidelines and helpful hints as to what to do in case of a disaster. No one can predict exactly what will happen if and when a disaster should strike. Each situation is unique and active measures should be taken according to their needs.

- First and foremost, STAY CALM. It is not the end of the world. Whatever happens, be glad it is not worse. Keep a sense of control and calmness. This message must be reflected to the children at all times.
- No teacher may leave the facility until the person in charge dismisses them.
- Each room has an emergency/ disaster plan posted that delegates jobs to help get organized . This works fine until 3:00 PM. Daycare staff will need to evaluate the situation and split up jobs amongst themselves. The afternoon lead teacher will be in charge until the Director can get there or until the last child is pick up.
- If an earthquake occurs while your child is at school please stay calm. One good thing about Rancho Santa Margarita is that we are not on any fault lines: One of the few places in Ca. that is not on some kind of fault line. We may feel shaking but we are on solid bedrock.
- If you are not able to pick up your child and you need someone else to get them we will not release your child if the person is not on your authorization form in your child's file. REMEMBER you may not be able to call because phone lines often get tied up, even cell lines can go down, so please remember to keep your child's files up dated with current phone number and contacts. If an authorized person does picks up your child we will have them do the following: Write down on the back of the sign-out sheet where they are taking your child and a phone number where they can be reached.
- If for some reason we do need to evacuate, the Red Cross says all public schools are evacuation centers. Listen to the radio for details on where and when school may have been evacuate. If for some reason we need to authorize our own evacuation, we will go to Rancho Santa Margarita Intermediate School, located at the corner of Santa Margarita Parkway and Alma Aldea. R.S.M. intermediate is equipped with a generator for emergency. We will leave signs in the front windows telling parents where we have gone or use an easel out by the driveway.

In reality I do not see us ever needing to be evacuated unless something happens to our building. We have extensive emergency supplies here on campuses. Emergency procedures call for you to have three days worth of supplies on hand, we have that and more. Also our church is considered an evaluation sight and Red Cross has use listed as a place to set up a Red Cross station if necessary.

