



For

**Mark West Union School District**

**Emergency Resource Guide for Parents**



# Emergency Contact Information

Mark West School HOTLINE Number.....	545-1202
San Miguel School HOTLINE Number .....	542-2119
John B. Riebli School HOTLINE Number .....	545-1022
Mark West Charter School number .....	542-2119
Rincon Valley Fire Department Information Line.....	539-1801
American Red Cross, (Sonoma County Chapter).....	577-7600
State of California Highway Patrol Information .....	588-1400
Sonoma County Sheriff’s Department.....	565-2511
Sonoma County Department of Emergency Services.....	565-1152
Sonoma County Public Health Information Hotline.....	565-4477
Sonoma County Information Hotline.....	211
Kaiser Permanente Hospital.....	571-4000
Memorial Hospital.....	546-3210
Sutter Medical Center.....	576-4000
Sonoma Valley Hospital.....	935-5000
Petaluma Valley Hospital.....	778-1111
Healdsburg District Hospital.....	431-6500

**\*Optional: *sign-up for local emergency alerts from Public Safety Agencies @ [www.nixle.com](http://www.nixle.com)***

**Local media that will provide information in the event of an emergency:**

<b><i>RADIO</i></b>		<b><i>T.V</i></b>	
<b>KZST</b>	<b>100.1 FM</b>	<b>KTVU</b>	<b>Ch 2</b>
<b>KSRO</b>	<b>1250 AM</b>	<b>NBC11</b>	<b>Ch 3</b>
<b>KCBS</b>	<b>740 AM</b>	<b>KRON</b>	<b>Ch 4</b>
<b>KBBF (Spanish)</b>	<b>9.1 FM</b>	<b>KPIX</b>	<b>Ch 5</b>
		<b>KGO</b>	<b>Ch 7</b>
		<b>KFTY</b>	<b>Ch 50</b>

***Should a school emergency, closing, or cancellation occur, you will be notified by phone or e-mail via the school's individual notification procedure. A phone message or e-mail will inform you of the most current information available at the time. If it is an ongoing event, updates will be sent to you.***

Mark West Union School District is committed to providing a **safe environment** for students, staff and visitors. We work closely with our local safety officials - police, fire, emergency medical services, public health and the Emergency Services Program at RESIG, to ensure our schools are well prepared for an emergency. We have a Model *Emergency Operations Plan* that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

This guide provides an overview of the many safety measures our Mark West District Schools have implemented and serves as a resource for parents and students should there be an emergency or if schools need to be closed or be cancelled due to inclement weather. Please read the following important information carefully, and then keep this guide where you can refer to it quickly.

### **Safety Measures and Staff Training in Our Schools**

Parents should be assured to know that the safety measures in place in our schools are extensive. Our school district staff works diligently to ensure our emergency plan is current and that all staff members are prepared to respond to a wide variety of school emergencies. Every one of our schools has numerous safety measures in place to provide a safe learning environment for our students.

As a parent; you should feel confident to know that we provide **crisis management training** to school administrators. Each school has key staff members with assigned roles and responsibilities to perform during an emergency. Every school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.

### **As a Parent How Can You Prepare for a School Emergency?**

As a parent, it is important to provide accurate **emergency contact information** to your child's school and notify the school office staff if it changes. This will allow school staff to provide you with timely updates using our notification system. It is critical that your child's school has access to your current phone numbers and e-mail addresses during an emergency situation.

### **How Should You Use Communications during a School Emergency?**

During an emergency, it is critical that parents receive accurate and timely information and directions from school officials before going to the school site. Our school and district will do everything possible to make sure that accurate and timely information will be released to parents during any emergency.

Should a school emergency occur, parents can get information and directions by calling:

**Schools Emergency HOTLINE** at number listed above  
(Regular office hours are Monday – Friday, 8:00 a.m. – 4:00 p.m.)

## **When an emergency situation occurs at your child's school, it is important that you know:**

Each school has a procedure for parent-child re-unification. Parents/guardians will be directed to a specific location where they will be required to show photo identification. **Remember, a student can only be released to an adult that is documented as an emergency contact.** If you are a non-custodial parent, you must be listed on the student's emergency contact card as a guardian and show photo identification.

## **The Student Release Procedure If There is an Emergency:**

### **WHAT PARENTS WILL DO:**

- Remain calm
- Call the school HOTLINE for recorded information  
Do not tie up the school telephone lines
- Look for emails or web page information if available
- Bring a photo ID with you to school
- Do not drive onto campus; park and walk to school; leave room for emergency vehicles entering and exiting**
- Follow the directions of public safety officials and school personnel and cooperate fully with them
  - Officials may direct you to be reunited with your child at an alternate facility
- Fill out the Student Request Form
- Show photo ID at Request Gate (or Area)
- Go to Student Release Gate (Area) to wait for children
- Pick up all children for whom you are authorized
- Leave campus as soon as you are reunited with the student(s) released to your custody

### **WHAT STAFF WILL DO**

- At the REQUEST GATE (or AREA), verify photo ID and student release authorization information
- Direct parents and authorized persons to the RELEASE GATE (AREA), radio ahead or send runner for requested student
- At the RELEASE GATE (AREA), verify Student Request Form is signed
- Release student to custody of authorized adult

### **WHAT STUDENTS WILL DO**

- Stay calm
- Remain in the designated evacuation area until an authorized adult picks you up