



Emergency Safety Procedures for Parents

We have developed procedures that account for your kids and keep them safe in the event of an earthquake or other emergency that requires evacuation from the school. In our annual *District Emergency Evacuation Drill*, we test our procedures, collect feedback, and adapt as needed.

Phone alert: If there is an emergency that requires the students to be evacuated, our automated phone system will call the telephone numbers you have provided to the school as your contact telephone numbers. A recorded message will provide you with information you need about the situation.

- Don't know what phone numbers you provided? Login to the [Power School Parent Portal](#), which can be found [here](#) or on www.kentfieldschools.org (Quick Links), and click "contacts" link.

Parking at school: The school's parking lots will be closed, so walk to school or park away from the school campus.

Student Sign Out: Students will likely be on the field. Before taking students from school, you need to sign them out - photo ID required - so we have a record of who has collected them. Only parents, guardians, or other people provided to the school as your "Authorized Adults" may collect your child.

- Don't know who are your authorized adults? Login to the [Power School Parent Portal](#), which can be found [here](#) or on www.kentfieldschools.org (Quick Links). In the Links section, click "Registration," scroll to the bottom of the page and click on "Emergency Procedures and Contacts" link. Update as needed in the "Authorized Adults to Pick Up Your Child" section.

Medication: Any medication you have provided to the school will be brought out from the classrooms and the nurse's office. It is recommended that the school have 72 hours worth of medication for use following an emergency.

We have also developed procedures in the event of a lockdown. In the event of a lockdown, our automated phone system will call the telephone numbers you have provided to the school as your contact telephone numbers. A recorded message will provide you with information you need about the situation. Please do not come to the school or call the school during a lockdown. We will notify you if you need to come to pick up your children.

If you have any questions or would like to volunteer to help with future emergency planning, please contact Jenny Walsh (jwalsh@kentfieldschools.org) or Katie Ward (kward@kentfieldschools.org).