

Springer School Emergency Procedures

Before an Emergency

- ✓ **Choose Emergency Contacts:** Make sure that your school forms indicate anyone you want to be able to pick up your child in an emergency (friends, family, neighbors, etc.). **No one, not even a relative or a babysitter, will be allowed to pick-up your child unless they are listed on the student's white emergency card. Ensure that this person is likely to be local... write down both spouses if you choose a couple**
- ✓ **Inform Emergency Contacts:** Make sure that you inform these contacts that they are authorized to pick up your child
- ✓ **Special Medical Conditions:** If your child has any special medical conditions, get a Medic Alert bracelet for them to wear at ALL times: <http://www.medicalert.org>
- ✓ **Phone Numbers with Child:** Ensure that your child has your family's emergency numbers in their backpack and if old enough, has memorized 1 or 2 key phone numbers, perhaps including an out-of-town relative

In an Emergency

- ✓ **Volunteering on Campus:** If you are on campus, help the teacher get the children onto the blacktop and then report to the Volunteer Table
- ✓ **Procedure to Pick Up Your Child from School:**
 - Come to school as soon as possible to retrieve your child
 - Park away from the exits (not in the parking lot)
 - Go to the Student Check-Out Table to sign out your child
- ✓ **Emergency Updates:** If you are far away and desperately need an update, you can call the Attendance line at 650-943-4240 (not the main or class room numbers) and if power and access are available, a general update will be recorded on the line

What Not to Do in an Emergency

- ✗ Do **NOT** call the main school number or classroom numbers
- ✗ Do **NOT** park in the school parking lot because it could block emergency vehicles
- ✗ Do **NOT** attempt to retrieve your child without checking him or her out at the Student Checkout Table
- ✗ Do **NOT** go onto the field or blacktop

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These brief summaries are designed to be cut out and kept in parent and caregiver's wallets.

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- ◆ Sign your child out at the Check-Out Table
- ◆ Do **NOT** call the school
- ◆ If desperately required, call Attendance line, 650-943-4240 for a recorded update

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