

EMERGENCY PROCEDURES FOR FAMILIES AT CDS

The school has set up the following emergency procedures and evacuation plans to be followed in case of a major earthquake, fire or serious bomb threat. Please take the time to read this information carefully! Your knowledge of and cooperation with all these points are essential to the smooth evacuation of our children in case of an emergency.

IN CASE OF A MAJOR EARTHQUAKE OR FIRE

o During an emergency, do not come to School right away: Please note that we will not be able to let parents onto campus or dismiss any children during the initial part of our emergency procedures. If we decide to evacuate the campus (titled ‘Part B’ in our procedures), we will communicate it to the community through email, phone trees and social media and run our protocols. If you choose to excuse your son or daughter from School, please note it will not be possible until after we have either completed our Emergency procedures OR made the decision to dismiss students from campus. If you are on campus already (as parents often are), we will ask

you to follow our procedures in order for full safety reasons

o Please wait for official communication from the School: Some events occur in which the whole community knows; other events will be specific to CDS and not be known to the outside. In any case, we will communicate using CDS Director Email, our CDS website and CDS page on Facebook. If internet is down, we will use our phone trees. In case of both being down, we will use Radio Monumental (93.5 on the FM dial or 670 on the AM dial) to communicate information. Calling the School within the first hour of an emergency is counter-productive to our ability to communicate with necessary authorities/organizations. Please refrain from calling the school until after we have communicated through above emergency protocols.

o If we decide to evacuate the campus, we will run our pick-ups lines through the main parking lot. When we decide to evacuate the campus, we gather as a whole school community on the East side of the campus (where elementary and high school are located) on either the Quad, lower fields or gymnasium. Of course, we take into account the particular emergency, but this is where you should plan on picking up your children. We group students by family surname and dismiss through the main gate and main parking lot. All other gates will be closed. Some waiting will be unavoidable, but if everyone remains calm and follows the above program, children and parents will be reunited in the most efficient manner possible. Staff members will remain at the school until every child has been picked up.

o Stay calm during the emergency and keep in touch afterwards. Working with children every day, we know that our actions and demeanor in these situations are watched carefully by our children. If we panic, they see it as the norm. Reassure your children and listen to what they are talking about post emergency. If your children are upset by the earthquake, allow them to talk or encourage them to express themselves in other ways, e.g., by writing or drawing about their

feelings. Please let us know as well; we have counselors available to talk to children who have been focused on the event. While classroom teachers discussed and debriefed it immediately in classes, there are always residual feelings and thoughts.

IN CASE OF A THREAT

o Parents will be notified of evacuation by means of phone chains or electronically (email, social media, website). In such an emergency, school officials will call one of several persons to be designated, who will then activate the chains by calling a parent representative from each class. Each representative will call the first person on his class phone list. That person will call the next

person on the list, and so on, until every household has been reached. In case the next person on one's list does not answer, one must continue to call names in order down the class list until another parent is reached. That person then continues the chain. Under no circumstances should the chain be allowed to lapse unless every name down the list has been tried.

If a maid or domestic answers leave a message concerning the nature of the emergency, but do not expect that person to continue the chain. Please continue calling those on your list until you reach a parent or guardian who is capable of passing on the message efficiently.

When you receive a call on the phone chain, WRITE DOWN the message exactly as it is given so that you can pass it on correctly. Avoid asking questions. This will only slow the process of passing important information to all the parents on the list.

Emergency Consent Form

All parents must fill out The Emergency Consent Form. Please enter the names of any person(s) whom you would trust to pick up your child (ren) in case of an emergency. The designated alternates will be allowed to pick up your child (ren) only if they properly identify themselves to the teacher in charge.

Emergenicas Medicas

All Country Day School students and staff are covered by the ambulance service Emergencias Medicas while on the school campus and on school field trips.

Communications and Drills

One of the most important aspects of emergency preparedness is to talk to your child (ren) beforehand about what to expect should an emergency occur. Reassure them that they are doing their part by remaining at the school following the instructions of the teachers, and that you or one of your designated alternates will pick them up as soon as possible. Tell them who your designated alternates are. Children who are prepared and know what to expect will meet the challenges of any emergency situation with far more assurance than those who have to deal with the fear of uncertainty.

Remember the following:

o Prepare your children in advance.  
o Drive the evacuation route soon so that you will be familiar with it if an

emergency occurs.  
o In case of emergency, listen to the radio or advance the phone chain

according to instructions above. o Follow evacuation instructions. o Remain calm.

The Emergency Plan depends on each person's cooperation in following the instructions above. The school has prepared the children and will be running drills so that they will know exactly what to do to keep themselves safe in case of emergency. First aid equipment is on hand. Teacher and staff teams are organized to respond to crises with specifically designated responsibilities.