Protocol for Emergency Scenarios – Valencia School

For all emergencies, Valencia School Staff will immediately notify parents/guardians of situation and give direction through the auto-phone call. In case of a major disaster, please check the Valencia School website for updated details: http://www.valencia.pvusd.net/

1. Major Earthquake
   a. Students will duck and cover immediately.
   b. If we suspect a gas leak/structural damage, students will evacuate to field/track area.
   c. If roads are safe, parents are to pick up their children at the field, via their child’s teacher. If roads are unsafe, staff will shelter students at school.
   d. Staff, may walk students, to Aptos Knolls Mobile Home Park or Post Office for pick-up, if Aptos School Road is closed.

2. Major Flood
   a. Students will shelter in classrooms, using emergency kits, as needed.
   b. As soon as roads are passable, parents/guardians may pick up students, directly at each classroom, via the classroom teacher.

3. Major Structural Fire
   a. Students will evacuate to field/track area.
   b. Parents may pick up their children at the field, via their child’s teacher.

4. Forest Fire
   a. Students will be evacuated in the opposite direction of the fire.
   b. Possible off-site student pick-up locations will be: Aptos Knolls Mobile Home Park, Aptos Post Office, or Rolling Greens neighborhood.

5. Active Shooter (for students in class)
   a. Lockdown- Lock doors, draw shades/close blinds, lights off, silent- until law enforcement gives the all clear.
   b. Parent/Guardians may only come to pick up students, when law enforcement gives the all clear.

6. Active Shooter (for students on yard)
   a. Run away, off campus, and hide.

* In all of the above scenarios, the teacher will take attendance.
* Law enforcement will facilitate pickup and all consequential traffic issues.
* If severe weather occurs, staff will shelter students, using facilities that are available.

Parent/Guardians can help by:

1. Ensuring that the front office has the current phone information for all emergency contacts, and promptly returning the completed yellow emergency card to school at the start of each school year.
2. Understanding that only authorized adults may pick up children, signing out with the teacher.
3. Remaining calm. Stay by your phone and check the Valencia School website.
4. Obeying traffic laws. Do not block roads when parking near campus.
5. Remaining patient and working with your child’s teacher when picking up your child.
6. Talking about various emergency scenarios with your child(ren) to help them prepare.
7. Having your child(ren) memorize their address and phone numbers.