

February 2015

Dear Families,

I wanted to share some information about emergency procedures at the Children's Center. Our Emergency Team continues to work on making sure we are well prepared for any type of emergency, whether it's a natural disaster or a police situation.

All of our staff members are assigned to one of four teams: Student Care, Student Release, Search and Rescue, and Medical. These teams all have specific duties in the event of an emergency situation. We have water, tools, medical supplies, shelter, books, games, and crayons. In addition, each classroom has an emergency backpack with basic emergency supplies.

If we are in a lockdown or lockout, the doors will be closed and locked and no one will be allowed in or out to ensure everyone's safety. A lockdown is used when there is a threat on campus, while a lockout means there may be a situation nearby, but we are not in any immediate danger. We have practiced lockdown drills, and children and staff followed our protocol during the recent events on January 7.

If we have an earthquake, children may be evacuated to the field or may be waiting safely in their classrooms, depending on the particular situation. In this case, we will set up a "Student Release" area on the sidewalk just outside the cafeteria. We ask that you first come to that area, fill out a form, and let us retrieve your child. This will allow us to account for each child, and it ensures an orderly process. We want staff and parents to remain calm for the children and having a plan in place will help us all do that.

Please make sure that your child has at least one protein bar in his/her backpack for nourishment during an extended situation. We also appreciate your donations of additional protein bars for your child's classroom.

In any emergency situation, please be assured that your child will be in safe and caring hands. Our goal will be to reunite you with your child as soon as possible, and we can expedite this by following an orderly process.

Thank you so much for your support.

Jenny Parks, Director

Resources: www.cityofshoreline.com (Go to Emergency tab, then Emergency Mgmt)
www.seattle.gov/emergency/