

## Emergency Card

The school has a file containing current emergency care information for each student. Each parent is responsible to keep the following information current during the year and annually update:

1. The name of the student, address, telephone and birth date;
2. The business addresses, work and cell numbers of the parents/guardian, and the hours during which they work.
3. The date of the latest tetanus immunization/booster;
4. The name of the family physician and dentist, addresses and numbers;
5. Name of medical insurance company and id number;
6. Special health conditions or allergies to which the student is susceptible, the emergency measures to be applied, and any current medication;
7. The parents' approval to send the student to a medical facility for emergency treatment should this be necessary;
8. The names of the persons to whom the student may be released;
9. The signature of responsible parent(s) or legal guardian.

## Emergency Procedures

St. Raymond School has a comprehensive emergency plan. This plan outlines procedures that will be used in emergency situations. Fire drills take place on a regular basis. Earthquake and other drills take place periodically during the school year. A copy of the emergency plan is on file at the school office.

### Earthquake

In case of a serious earthquake, students who have not been released into the custody of their parents or parents' designee according to the emergency card will stay at St. Raymond School. Food and water are available on our site.

### Important Numbers

School Office (925) 828-4064

Kids Klub (925) 574-7445

Dublin Non-Emergency

Police (925) 833-6670

Fire (925) 833-6606



## A Family's Guide to Emergencies



11557 Shannon Ave

Dublin, CA 94568

(925) 828-4064



### MISSION STATEMENT

***St. Raymond School  
empowers all students to  
achieve academic excellence  
in a Catholic environment  
that encourages them to meet  
the challenges of life and to  
serve the gospel of Jesus  
Christ.***

## Before an Emergency

Update your child's Emergency Release form. If a friend or family member is NOT on this form, they will NOT be allowed to pick up your children.

Establish your own family disaster plan. It is essential that you plan BEFORE a disaster strikes.

- Who is your out-of-area contact?
- Who will pick up your children if you are unable to do so?
- Where will they be taken and do you have a prearranged meeting place?
- Have you planned different routes to get to the school?
- Have you made arrangements for child's needs (ie prescriptions)

Discuss family and school plans with your children so they know what to expect. We hold regular drills at school to educate the students and staff so that we can be as prepared as possible during an actual emergency.

*Please make sure you notify the school office of any changes in your child's emergency release form during the school year. It is crucial that all information is current.*

### Other Resources

The city of Dublin has disaster preparedness information at:  
<http://www.ci.dublin.ca.us/>

## During an Emergency

- Stay Calm
- Be Safe
- Think before you act

We are prepared to take care of your children until you arrive.

Things to Remember:

1. Please do NOT attempt to call the school. We must have the lines open for emergency calls.
2. Tune your radio to **KCBS 740 AM** for community information.
3. When arriving at school, please follow all directions.

Patience and cooperation will be needed to make our plan successful.

### Picking Up Your Children

Please enter the school grounds through the east driveway, closest to San Ramon Road. The west driveway needs to be kept open for emergency vehicles. Park in the area designated by traffic control and proceed on foot to the Student Release Table. It will be marked for you. Show photo identification, sign out your children, move to the waiting area and wait for your children to be brought to you.

*Please note that only those adults designated by you on your child's emergency form will be allowed to sign out your child.*

## Secure the Building Procedures

In some situations it may be necessary to secure the building. As per police recommendations, the following procedures will be implemented for this occurrence:

1. All staff and students are immediately brought into the school.
2. All outside doors are immediately checked and locked if necessary. The bathrooms are checked.
3. Blinds will be closed.
4. All scheduled and preplanned events are put on hold.
5. School personnel may not leave the building until the Police Department or the Principal gives the all clear.
6. No unauthorized person will be permitted to enter the building.
7. Teachers not assigned to classes will help in kindergarten.
8. Should the students be inside at dismissal time, parents will be instructed to pick up their children from the classrooms.
9. Information is provided by the administration as necessary to staff and students to maintain calm and alleviate unnecessary fear.