

**ROLLING HILLS COUNTRY DAY SCHOOL**  
DISASTER PREPAREDNESS PLAN PARENT INFORMATION SHEET

In the event of a disaster, please **REMAIN CALM**. It is important for the children and for other adults with whom you will interface that you remain calm and that you make careful, reasoned decisions.

**IF YOU ARE AT SCHOOL AT THE TIME OF A DISASTER:**

1. In the event of an earthquake, immediately follow the **Drop, Cover, & Hold** procedure: turn away from the windows, immediately **DROP** to the floor and take **COVER** under a desk or table. Keep your head down, and **HOLD** onto the legs of the desk or table until the shaking stops. If desks or chairs are not available, go to the center of the room and kneel on the floor with your head down and cover your head and neck with your hands and arms.
2. When the shaking stops, quietly and calmly assist others in the room in **evacuating** to the center of the back field or other designated evacuation location.
3. Quietly and calmly assist the children with whom you have evacuated. If possible, offer assistance where needed.
4. When the evacuation area has stabilized, and if you are not needed on campus, proceed to the teacher who is caring for your child. **Sign out** with this teacher, taking your child and exiting the school via the back steps. **It is also necessary to sign out at the back steps** with a member of the Security and Reunion Team composed of designated RHCDS faculty and staff.

**IF YOU ARE NOT AT SCHOOL AT THE TIME OF A DISASTER:**

1. **If school is in session, all students must be accounted for at school before any students are released to parents or caregivers. Please remain calm.**
2. **In the event of a significant and damaging earthquake, you or your caregiver are to come to school** to pick up your child(ren). If you are within walking distance, please walk to school and allow the roads to be as free as possible for emergency rescue vehicles.
3. Meet the school's Security and Reunion Team members at the steps in the back parking area (or other specified area) and identify yourself to have your child released.
4. **Do not** attempt to enter the RHCDS campus; your child will be brought to you at the **back steps**. **Proceed down the driveway** between the church and the school **to the back steps to meet your child**.
5. **Complete and sign the required portion** of the form provided by the school's Security and Reunion Team. You may then take your child(ren) home.

A good method of preparation for a disaster is to **VISUALIZE** what you would do in different circumstances. Mentally go through, step by step, what your actions and reactions should be. **REPEAT** this mental exercise **MANY, MANY TIMES** so that in a crisis you may automatically call upon this mental preparation. Also, have talks with all members of your family regarding disaster preparedness. The following websites provide additional information on preparedness:

- [www.ready.gov/earthquakes](http://www.ready.gov/earthquakes)
- <http://earthquake.usgs.gov/learn/preparedness.php>.

