

FOR YOUR CHILDREN'S SAFETY



Please report to the front of the school at 951 Dowling Blvd.



Do not enter campus unless instructed



Do not take your child(ren) without first signing them out

NUMBERS TO KNOW

Fill in the information and then give copies of this brochure to everyone who might pick up your child. Keep one in your car, or wherever it will be accessible in an emergency.

Roosevelt School Office	510-618-4350
Davis Street Child Care	510-777-9317
San Leandro Police Emergency	911
SLPD Non-Emergency	510-577-2740
San Leandro Fire Department	510-618-3490
American Red Cross Bay Area	1-888-443-5722

EACH CHILD'S NAME:

PARENTS' CELL PHONE NUMBERS:

PARENTS' DAYTIME NUMBERS:

OTHER FAMILY OR FRIEND CONTACTS:

OUT-OF-AREA CONTACT:

**A Family Guide
to Drill and
Emergency
Procedures at
ROOSEVELT
ELEMENTARY
SCHOOL**

BEFORE AN EMERGENCY

1 Fill out and turn in the Disaster Preparedness Information Form for each child. This form has vital medical information and lists of all of the people you authorize to pick up your children in an emergency. Notify the office of any changes throughout the year. If a friend or family member is not on this form, they will not be allowed to pick up your children.

2 Establish your own family emergency disaster plan. It is essential that you plan before a disaster strikes for these issues:

- 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 what is your prearranged meeting place?
- Which route to school is safe and clear and where will you park?
- Have arrangements been made for your children's special medical/physical needs?

See attached information for more resources for planning for a disaster.

3 Discuss family and school emergency plans with your children so they know what to expect. We hold regular drills to educate students, school staff, and parents so that we will be as effective as possible during and actual emergency. Be sure you and your children know what to do.

DURING AN EMERGENCY

We are prepared to take care of your children until you arrive. Stay calm, be safe, and think before you act. If possible, call your Out-of-Area Contact to inform them of your status and plan. Be careful on roadways.

Do not call the school. No one will be inside to answer the phones. Staff will evacuate students to the school yard where each class will line up in an assigned area.

Each teacher will conduct a headcount and distribute name tags which will be worn by each child until they are released.

The school staff will:

- set up a Command Center
- designate staff to stay with students
- conduct an organized search and rescue
- maintain a First-Aid Station
- assess and respond to hazards such as fires or gas leaks
- set up Student Release Tables at the front of the school at 951 Dowling Blvd.

PICKING UP YOUR CHILDREN

1 Do not park at the front or back of the school on Dowling or Dutton or in either staff parking lot. This will allow emergency vehicles better access to the school. Blocking these areas will prevent important help from reaching the children. Walk if possible, or park on residential streets a block or two away if possible.

2 Report to the front of the school (see point A on map below).

3 Sign your child out at the Student Release Table. Please do not take your child(ren) home without signing them out. It is essential that the school keep track of all students.

You will be asked for a photo ID. Only those listed on your Disaster Preparedness Information Form may take your children from the school.

