



Emergency Resource Guide for Parents

SunRidge Charter School



Emergency Contact Information

THUS District School Emergency Hotline Number.....	707-523-9550
Sebastopol Police Department Information Line.....	707-829-4400
Sebastopol Fire Department Information Line.....	707-823-8061
American Red Cross, (Sonoma County Chapter).....	707-577-7600
State of California Highway Patrol Information.....	588-1400
Sonoma County Sheriff's Department.....	565-2511
Sonoma County Department of Emergency Services.....	565-1152
Sonoma County Public Health Information Hotline.....	565-4477
Sonoma County Information Hotline.....	211
Kaiser Permanente Hospital.....	571-4000
Memorial Hospital.....	546-3210
Sutter Medical Center.....	576-4000
Sonoma Valley Hospital.....	935-5000
Petaluma Valley Hospital.....	778-1111
Healdsburg District Hospital.....	431-6500

Local media that will provide information in the event of an emergency:

<i>RADIO</i>		<i>T.V</i>	
KZST	100.1 FM	KTVU	Ch 2
KSRO	1250 AM	NBC11	Ch 3
KCBS	740 AM	KRON	Ch 4
KBBF (Spanish)	89.1 FM	KPIX	Ch 5
		KGO	Ch 7
		KFTY	Ch 50

Should a school emergency, closing, or cancellation occur, you will be notified by phone and e-mail via the school's parent notification system. A phone, message or e-mail will inform you of the most current information available at the time. If it is an ongoing event, updates will be sent to you. NOTE: this is only valid if the school or district subscribes to a parent notification system.

SunRidge School is committed to providing a **safe environment** for students, staff and visitors. We work closely with our local safety officials - police, fire, emergency medical services, public health and the Emergency Services Program at RESIG, to ensure our schools are well prepared for an emergency. We have an Model *Emergency Operations Plan* that covers a wide variety of emergencies that serves as a guide to help staff and our public safety partners respond swiftly should a crisis occur in our schools.

This guide provides an overview of the many safety measures SunRidge School has implemented and serves as a resource for parents and students should there be an emergency or if schools need to be closed or be cancelled due to inclement weather. Please read the following important information carefully, and then keep this guide where you can refer to it quickly.

Safety Measures and Staff Training in Our Schools

Parents should be assured to know that the safety measures in place in our schools are extensive. Our school district staff works diligently to ensure our emergency plan is current and that all staff members are prepared to respond to a wide variety of school emergencies. Every one of our schools has numerous safety measures in place to provide a safe learning environment for our students.

As a parent; you should feel confident to know that we provide **crisis management training** to school administrators. Each school has key staff members with assigned roles and responsibilities to perform during an emergency. Every school conducts emergency drills throughout the school year so that students and staff are aware of the most effective and safe emergency responses.

As a Parent How Can You Prepare for a School Emergency?

As a parent, it is important to provide accurate **emergency contact information** to your child's school and notify the school office staff if it changes. This will allow school staff to provide you with timely updates using our notification system. It is critical that your child's school has access to your current phone numbers and e-mail addresses during an emergency situation.

How Should You Use Communications during a School Emergency?

During an emergency, it is critical that parents receive accurate and timely information and directions from school officials before going to the school site. Our school and district will do everything possible to make sure that accurate and timely information will be released to parents during any emergency.

Should a school emergency occur, parents can get information and directions by calling:

School District Emergency Hotline at 707-523-9550

(Monday – Friday, 8:00 a.m. – 4:00 p.m., answered by school staff)

Should an emergency situation occur at your child's school, it is important that you know:

Each school has a procedure for parent-child re-unification. Parents/guardians will be directed to a specific location where they will be required to show photo identification. **Remember, a student can only be released to an adult that is documented as emergency contact.** If you are a non-custodial parent, you must be listed on the student's emergency contact card as a guardian and show photo identification.

The Student Release Procedure If There is an Emergency

WHAT PARENTS WILL DO:

- Remain calm.
- Call the **district hotline 707-523-9550** for recorded information. Do not tie up the school telephone lines.
- Bring a photo ID with you to school.
- Park only in areas designated for parents; leave room for emergency vehicles. Walk to school, if possible.
- Follow the directions of school personnel and cooperate fully with public safety officials.
- Fill out the Student Request Form
- Show photo ID at Request Gate
- Go to Student Release Gate to wait for children
- Pick up all children for whom you are authorized.
- Leave campus as soon as you are reunited with the student(s) released to your custody.

WHAT STAFF WILL DO

- At the REQUEST GATE, verify photo ID and student release authorization information
- Direct parents and authorized persons to the RELEASE GATE, communicate or send runner for requested student
- At the RELEASE GATE, verify Student Request Form is signed
- Release student to custody of authorized adult

WHAT STUDENTS WILL DO

- Stay calm.
- Remain in the designated evacuation area until an authorized adult arrives.