

## **From the Principal**

May 12, 2008

### **It's Carnival Time**

Plan to attend our 2008 Springer Carnival. Enjoy the Penny Carnival games, the Los Altos School District Jazz Band, the many talented acts performing in our Talent Show, and some terrific food. Thanks to Tish McK. and her committee for planning and directing this evening of pure fun.

### **We Need to Be Ready**

On May 20th our school will be participating in a district wide disaster drill to practice our capability to respond properly to a disaster. At the same time the MOUNTAIN VIEW / LOS ALTOS HIGH SCHOOL DISTRICT will also be participating in this drill.

During the drill, students and staff will simulate the procedure of action in the event of a large earthquake. We will practice room evacuation, set up of our first aide station, and simulate student check out. The goal of the practice is to learn more about the effectiveness of our procedures. We are practicing in order to be as efficient and safe as possible.

The practice will take place at 10:45.

### **What Should I do as a Parent in the Event of a Real Emergency?**

In the event of a real emergency the entire Springer Staff will go into action to protect the safety and security of your child. Once the children have become secure in their safety location, parents may come to school to check out their child. The Springer elementary School check out procedure is strict and must be followed even amidst an emergency. Please remember, the picture of calmness that we project will serve as the model for the children.

#### ***ALL PARENTS AND GUARDIANS MUST FOLLOW THIS PROCEDURE***

- Parents or guardians must go to the CHECK OUT CENTER in order to have a child released. No child will be released directly to a parent.
  - Locate the Check Out Center by the flag pole.
  - Show photo identification.
  - Authority to pick up a child is verified with the alphabetized emergency portfolio
  - If the adult is not on the list, they may not pick up the child, regardless of relationship.
  - If the adult is on the list, the child's complete name and room number is written on a card and stamped for release.
  - An assistant will be sent to the appropriate classroom line location.
  - The teacher signs out the child on his/her roster.
  - The assistant escorts the child to the Check Out Center
  - The Check Out Center ensures the authorized adult has reviewed the information on the child's neck card and has understood it. The neck card is then collected and placed in the classroom check out envelope.

- The adult signs out the child on the classroom roster on the checkout envelop for final verification.

We understand many parents will be away from the area. Our goal is to alter the phone message machine and place a recorded message that explains the status of the school at that point.