

LUCERNE ELEMENTARY SCHOOL DISTRICT

3351 Country Club Drive
Post Office Box 1083
Lucerne, California 95458-1083
Telephone (707) 274-5578 Fax (707) 274-9865

SUPERINTENDENT
Mike Brown

BUSINESS MANAGER
Lisa Cockerton

BOARD OF TRUSTEES
Stacia Fetzer
Bruce Higgins
Dawn McAuley

Dear Parents/Guardians:

In the unfortunate event that an emergency or disaster situation should ever arise in our area during the school day, Lucerne Elementary School District is prepared. We have designed an Emergency Management Plan, and have established procedures to respond effectively to such situations.

Should an earthquake, emergency or disaster situation ever occur, we would need your cooperation and assistance. While we understand that every parent's natural instinct in an emergency is to rush to the school to be with his/her child, please understand that doing so may significantly impede the school's ability to respond to the situation. A mass of parents driving to the school would severely restrict emergency personnel's ability to access the building to give care to the students or evacuate them from the site, if that was deemed necessary. We ask that you trust in the preparedness of the school staff and community first responders to swiftly and effectively handle the emergency.

Most specifically, we'd ask that you follow the guidelines explained below:

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. Do not attempt to reach your student by cell phone as this may put your student at further risk depending on the emergency and cell phone lines may be needed for emergency communication.
3. Information will be shared with parents via Schoolwise messenger, our mass notification system. Parents will receive voicemail messages, as well as email and text messages (if desired), throughout the emergency with up-to-date information.
4. Turn your radio to KXBX 98.3FM, 1270AM or KNTI 99.5FM for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service and internet services are not affected, information will also be posted on the school website which can be accessed through our district website at www.lucerne.k12.ca.us
5. When you travel to the school site, please be sure to bring a photo ID. We will only release students to their legal guardians and authorized individuals. No child will be allowed to leave with another person, unless we have written permission to that effect or he/she is listed on the Disaster Release form in our files. With this in mind, we ask that you fill out the attached Disaster Release form and return it to the school.

Please remember our ultimate priority in an emergency situation is the safety of our students. Our second goal is to keep parents informed of what is happening. We hope to never have to use the extensive Emergency Management Plan we have in place, however, should a crisis occur our staff is ready to respond.

We thank you for your cooperation.

DISASTER RELEASE FORM

Student's Last Name _____ First Name _____

Address _____

Mother's Name _____ Phone _____

Father's Name _____ Phone _____

I designate the following three people to whom my child may be released in case of emergency;

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

If telephone service is interrupted, long distance service will usually be the first repaired. Please list a long distance number to call with information in case local telephone service is interrupted. In the event of a catastrophic disaster, this should be an out-of-State number.

Long Distance Number _____ Name of Contact _____

Signature of Parent/Guardian _____ Date _____

.....
For school use only

The student _____ was released to _____

By staff _____ date _____ time _____

I am taking this child to (location) _____.

This location is safe to the best of my knowledge. Food and water are available and I am aware of any special medications or health needs of the child.

Print Name _____ Signature _____ Date _____