

Pasadena Christian Preschool

DISASTER/CRISIS PREPAREDNESS POLICY

We know how difficult and unpleasant it is to prepare for a disaster, but Mother Nature is unpredictable. Please read carefully the following information about *Pasadena Christian Preschool's Disaster Preparedness Policy*, as your compliance with our guidelines will ensure we are adequately prepared in the event of a disaster.

WHEN TO PICK UP YOUR CHILD

When we have an earthquake of any magnitude where there are reports of structural damage, please pick up your child immediately from school. We will remain outside in the event of a major earthquake or fire until we are given instructions by the fire department or other emergency personnel. We will leave a notice at the school in the event of evacuation by emergency personnel.

PICK UP POLICY IN CASE OF DISASTER

1. We will try to contact parents first using all numbers noted on the Emergency Lists (LIC700) as well as by Procare.
2. If there is no response, we will contact a secondary person(s) listed on the Emergency List (LIC700).
3. We will hold the child until 1 hour past normal operating hours. If there is still no response, we will contact DCFS or the Pasadena Police Department.

If the situation requires that child be taken to a safer location and the parent/guardian has not been located, staff members will post a note explaining the situation on the front door of the school.

It is the Parent's sole responsibility to keep their records current and to notify the preschool of any changes in emergency contact(s) information.