

**BOARD OF TRUSTEES**

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Superintendent of Schools



**BEAR VALLEY SCHOOLS**  
Big Bear Elementary  
North Shore Elementary  
Baldwin Lane Elementary  
Fallsvale School  
Big Bear Middle  
Big Bear High  
Chautauqua High

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P.O. Box 1529 \* 42271 Moonridge Road \* Big Bear Lake, CA 92315 \* (909) 866-4631 \* Fax (909) 866-2040 \* [www.bearvalleyusd.org](http://www.bearvalleyusd.org)

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Dear Parent/Guardian:

In order to ensure your child's safety, Bear Valley Unified School District has steps in place to address student and staff safety issues through the adoption of a School Site Emergency Response Plan. This plan will be implemented in the event of a local disaster or school emergency.

The Emergency Response Plan is a preparatory measure. Statistics show schools are still among the safest places to be on a day-to-day basis, due to the strong commitment to their students of educators, parents, and communities. Nevertheless, disasters do happen and, because of that, no community can be complacent in its efforts to make its schools even safer.

### **Drills**

Although it is unlikely that the Emergency Response Plan will need to be fully activated at your child's school, the possibility still exists. Therefore, to prepare all members of the school community, including your child, to act on a moment's notice, we will be conducting emergency practice drills at the schools. These drills, which will occur on a periodic basis throughout the year, will cover a variety of circumstances. In addition to practicing the drills (fire, lockdown and earthquake), we will also be discussing with the students the appropriate actions to take during a number of emergencies. These drills and accompanying discussions are designed to prepare your child to act quickly and to minimize your child's fear should an emergency occur.

**This school year, we will schedule drills to practice procedures in the event of an active shooter/intruder at school. The district has worked diligently this past school year to train and create the infrastructure for a district-wide safety program. More information will be made available to parents/guardians and students about these activities. It is essential Bear Valley Unified School District makes every effort to provide staff and students with knowledge and skills in the event this should occur anywhere in our district.**

### **Parent-Child Reunion Location**

Due to the unpredictable nature of any emergency, we will only be able to inform you where the Parent-Child Reunion location is at the time of the emergency. Should it be necessary to activate a Parent-Child Reunion Location Area, you will be notified of the location via the District's dial out system.

## Reuniting With Your Child

In order to ensure your child's safety, it is necessary for us to establish protocols related to picking up your child. Therefore, please be advised of the following guidelines when you or an authorized guardian picks up your child from a Parent-Child Reunion Location Area:

- No student will be released unless you or an individual designated on the student's Emergency Information Form arrives to pick up your student. **It is critical that the information and phone numbers on your child's Emergency Information Form are current.** We will use this information to contact you through the District's dial out system with the evacuation process and location for picking up your child.
- If you are unable to pick up your child, he/she will be kept at the evacuation location until alternate arrangements can be made. Your child will be supervised at all times at the evacuation location.
- **You will be required to present valid identification.** This step is required to protect your child from any unauthorized individuals attempting to pick up your child. The school may be receiving assistance from other schools or outside agencies; therefore, valid identification is essential.
- **You will be required to sign for the release of your child.** This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child from the evacuation location without signing for their release. We recognize that you may be worried and want to be reunited with your child as quickly as possible. However, this system has been established to ensure your child's safety. You may be jeopardizing your child's or another child's safety by not adhering to these procedures.
- Should our normal transportation system be unable to transport your child home, your child will be kept at the evacuation location until such time as you can arrange to pick them up.

## Keeping Informed During an Emergency

During an actual emergency, you may not be able to reach the school by phone as staff will be busy responding to the emergency and the needs of the students. However, we will make every effort to contact parents, either directly, or through the District's dial out system. **Please do not call the school and do not call your child's cell phone during an emergency.** Phone lines need to be kept accessible at all times, and overloading the phone system may mean the school will not be able to communicate with first responders.

The District will also keep parents informed by posting information and updates regarding the emergency on the District's website and voice recordings on the District's phone dial out system.

District's website: [www.bearvalleyusd.org](http://www.bearvalleyusd.org)

Finally, your cooperation in preparing your child for the event of an emergency and helping us to ensure their safety is greatly appreciated. Should you have any questions or concerns regarding information in this letter, please feel free to contact your school administrator during regular work hours.

Sincerely,

*Dr. Mary Suzuki*

Superintendent of Schools