

# MONTEREY HILLS ELEMENTARY

## Emergency Resource Guide for Parents



Monterey Hills Elementary (MHS) is committed to providing a safe environment for students, staff and visitors.

**Drill procedures for emergencies and disasters are regularly practiced at schools and supplies are maintained to provide a prepared response to an emergency.**

**Should a school emergency, closing, or cancellation occur, a phone message or an email will inform you of the most current information available at that time. If it is an ongoing event, updates will be sent to you.**

### Parent/Guardian Role in Emergencies

#### **BEFORE EMERGENCY: Prevention/Preparedness**

Report any safety issues, concerns or rumors to your school principal or police/sheriff. **Support security measures when visiting our schools by signing in and out at the school office and wearing a visitor's badge at all times while at the school.**

**Regularly update the AERIES Parent Portal with your current contact information and emergency information.**

The contact information in the AERIES Parent Portal will be used to alert you. In the event of an emergency, only those persons listed on emergency contact are allowed to pick up your child.

#### **DURING EMERGENCY: Response**

**How can I, as a parent or guardian, be assured that I receive the most up-to-date information from my child's school?**

To ensure that every parent has the most accurate account of the emergency situation, parents must keep their contact information up to date in AERIES Parent Portal – the student data system.

**How and when will I be notified if there is an emergency at my child's school?**

Parents are encouraged to remain close to their sources of communication, phone or email, to ensure they are receiving accurate and timely updates on the emergency from school district staff. Avoid calling the school or the district offices during the emergency. Please leave our lines open for emergency calls and responders. The means and immediacy of communication will depend on the scope of the event and on the potential or actual impact to the safety of the students. While it's difficult to describe all possible scenarios, the following can be used as a guide to gauge the school's level of notification and systems used to communicate with families. *The notification response is subject to revision based on immediate circumstances.*

**A Low Impact Incident:** Poses no or minimal risk to the safety of the school. There are no disruptions to regular school activities, and the incident is an isolated one that does not impact more than one student.

**Example:** A small disturbance or fight. NOTE: Not every misbehavior incident will warrant a notification response.

Letter sent home/phone call and/or email message to the affected parties

**A Moderate Impact Incident:** Poses a moderate risk to the school. Results in some disruption to school activities such as a change of schedule or cancellation of some activities.

Email and/or phone message

<b>Example:</b> A gas leak or a threat to the school	
<p><b>A High Impact Incident:</b> The incident poses a significant risk to the safety of the students, which results in a significant disruption to school activities, change of schedule, evacuation, cancellation of activities and impacts many students.</p> <p><b>Example:</b> An intruder in school or the use of a weapon in school resulting in injuries to students or staff, earthquake, other high impact natural disaster.</p>	<p>Phone message email posted message on school &amp; district website press release</p>

**Should I report to the scene of the incident/emergency?**

In the case of a high-impact emergency situation in a school or at a school-sponsored activity, access to the scene will be limited and controlled by fire or police officials. **Parents should only report to the school site when so advised by school officials.**

**Once the emergency is declared "over," will parents be able to report to their child's school?**

When SPUSD communicates to parents that the school emergency has ended, direction will be provided on how parents will reunite with their child. Parents will be directed to a specific location that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents.

*Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you must be listed in the student information system with a relationship to the student that has mailing rights and show proper identification.*

**If the school building is evacuated, how will I be able to locate my child?**

If an evacuation occurs during the school day, there is a possibility that the students will return to school and normal dismissal procedures will resume. Your child may text or email you about the evacuation before the District is able to notify you. Please rely on the District's information and monitor your phone or email closely to ensure you are receiving accurate and timely updates on the emergency from District staff. Student texts and social media can cause confusion and further disrupt safety protocols.

Encourage your **child to follow the school staff instructions** and remain in the designated evacuation area until an authorized adult picks them up.

<b>City of South Pasadena</b> <a href="http://www.southpasadenaca.gov">www.southpasadenaca.gov</a>	
<b>EMERGENCY 9-1-1</b> <b>NON-EMEGENCY 626-403-7297</b>	
Athens Disposal	888-336-6100
Code Enforcement	626-403-7225
Fire Department (business)	626-403-7300
Graffiti Hotline (24 hrs.)	626-403-7249
Hunting Memorial Hospital	626-397-5000
Pasadena Humane Society	626-792-7151
Police Department	
Business	626-403-7270
Watch Commander	626-403-7265
Public Works	626-403-7240
School District	626-441-5810
Southern California Edison	800-655-4555
Southern California Gas	800-325-4070
Water Department	626-403-7370

Visit the Monterey Hills Elementary web site  
<http://monterey.spusd.net/>  
 click on the Parents tab  
 click on Emergency Resource  
 Important and helpful information for parents, students and staff