



Millbrae School District

555 Richmond Drive, Millbrae, CA 94030

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LINDA LUNA
Superintendent

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Chief Business Official

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Dear Parents:

I would like to make you aware of the plans we have made at school in the event of a serious earthquake. Please read and save this letter.

SAFETY OF SCHOOL BUILDINGS/MONTHLY DRILLS

District students are housed in buildings that meet Field Act specifications. They are built to be earthquake resistant and are among the safest buildings in the community. Each school holds emergency drills for fire, earthquake, and “secure the building.” Each school is also equipped with emergency supplies and equipment.

DURING AN EARTHQUAKE

Teachers will instruct students to “duck and cover and hold.” Students and school personnel will remain under desks, or in other appropriate locations, until after the shaking ceases. When the quaking has stopped, teachers will lead their classes to pre-designated areas outside the buildings. They will remain outside until buildings are judged safe by qualified inspectors.

TELEPHONES/COMMUNICATIONS

If telephones are operational following a serious earthquake, their use will be restricted to reporting medical, fire, or other emergencies. Please do not call the school. Information for parents will be released on the following radio and TV stations:

<u>TV</u>	<u>RADIO</u>	
Channel 4	KGO	810 AM
Channel 5	KCBS	740 AM
Channel 7	KNBR	680 AM

Parents will be advised regarding school conditions, dismissal times, and procedures.

DISMISSAL

In the event of a major earthquake:

- **SCHOOL WILL NOT BE DISMISSED**
- **CHILDREN WILL REMAIN UNDER SUPERVISION OF SCHOOL AUTHORITIES**

(Over, please)

PICKING UP YOUR CHILD

4 No child will be released to anyone other than his/her parent/guardian, except under the following conditions:

1. All individuals listed on child's emergency form.
 2. Parent/guardian has given written permission to release the child to another person.
 3. When circumstances warrant that, in our best judgment, it would be safest to move your child to an alternate location.
- 4 The signature, destination, phone number, and address of any person signing a child out will be required before the child is released.
- 4 If any of the above are judged to be in doubt, the child will remain in the care of the school.
- 4 Please minimize the possibility of a traffic jam and facilitate the smooth release of children by walking to school when possible.

Keep the information on your child's emergency release card current.

This card is kept on file in the school office. You will be asked to complete a new card each school year.

If you have any questions, please feel free to call the principal at your school.

Sincerely,

Linda Luna
Superintendent