

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT  
EMERGENCY PREPAREDNESS PLAN**

Dear Parents;

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such a situation. In fact, public schools in California are built to meet stringent construction standards and may be safer than your own home in the event of a disaster. Should we have a major quake or disaster during school hours, your child/children will be cared for at this school. Our School District has a detailed disaster plan which has been formulated to respond to a major catastrophe, including earthquakes. Your cooperation is necessary in any emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious earthquake, students will be kept at school until they are picked up by an identified, responsible adult who has been listed as such on a School District Emergency Card which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize other people to pick up your child at school: (a) they are 18 years of age; (b) they are usually home during the day; (c) they could walk to school, if necessary; (d) they are known to your child; and (e) they are both aware of and able to assume this responsibility.
3. Turn your radio to KRI 640 AM, KNX 1070 AM, KFWB 980 AM, or 1500 AM for emergency announcements. If the school will be closed due to an emergency, or if students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via the School District cable on Channel 6 or the City TV Channel 10. In addition, information regarding day-to-day school operations will be available by calling the District Office.
4. Impress upon your child/children the need to follow directions of all school personnel during an emergency.

Students will be released only to parents and persons identified on the School District Emergency Card. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Please instruct your student to remain at school until you or a designee arrives. Since local telephone service may be disrupted, it is advisable to also list an out-of-state contact on the emergency card since calls may still be made out of the area even while incoming calls are affected. The decision to keep students at school will be based upon safety conditions in the area.

The City of Beverly Hills has implemented a state-of-the-art emergency notification program to alert citizens about current emergencies. The system enables the City to deliver essential information quickly in the event of natural and manmade emergencies. For more information or to add your contact information to the City's emergency notification system, please go to the following website - <http://www.beverlyhills.org>. For information on preparedness and City response, please call Pamela Mottice of the City Manager's Office, Office of Emergency Services, at (310) 285-1025.

In the case of a "hazardous release event" (chemical spill) near the school area, "Shelter-in-Place" procedures will be implemented to provide in-place protection. All students and staff will clear the fields, report to classrooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. When the dangerous incident has subsided, an all-clear signal will be given. For information on preparedness and City response, please call Pamela Mottice of the City Manager's Office, Office of Emergency Services, at (310) 285-1025.