

Evacuation of Students

Short Term

- If we need to evacuate our campus for any reason, a written notice of our evacuation location will be posted at the 105 John Wilson Way entrance. When our campus is secure and safe, the students may return to our campus.
- Reuniting parents/students will be done in the same manner used on a daily basis.

Long Term

- The Police Department will direct us to our assigned evacuation/relocation point. An employee or a police officer will remain at school, if possible, to relay information to parents or a written notification will be posted at the main entrance.
- Directions will be given as to where you should go to reunite with your child(ren).
- **Be patient.** You may be required to show identification.
- Once you have taken custody of your child(ren), leave immediately.

Personal Emergency Phone Numbers

Parent Emergency Information Procedures

Summary

- Your full cooperation is necessary!
- Follow the procedures outlined in this brochure.
- Take care of yourself first. We are taking care of your children.
- Do not rush to the school. Allow the school the time it needs to implement emergency procedures.
- Do not phone the school; phone lines need to be kept open.
- Wait patiently for directions as to where and when to reunite with your child(ren).
- Once reunited with your child(ren), leave campus immediately.



105 John Wilson Way
Morgan Hill, CA 95037
(408) 782-7177



Parent Emergency Information Procedures



Keep this information
in your car for
reference

Phone: (408) 782-7177

Procedures During an Emergency

Overview

In the event of an emergency, your full cooperation will be needed. It is understandable that you will be very concerned and anxious for the well-being of your child(ren). It is extremely important for parents to give us time to do the job that we have been trained to do. The staff and emergency personnel need to concentrate all efforts towards the safety of the children.

Teachers and administrative staff have been trained and are current in CPR and FIRST AID. The Oakwood staff has completed comprehensive training in FIRE, EARTHQUAKE, LOCKDOWN, and RUN, HIDE, DEFEND procedures.

If an emergency occurs at our school, parents are asked to follow the procedures listed in this pamphlet. These procedures were developed to execute emergency procedures, facilitate parent-student reunification, and to aid with traffic flow in front of the school. **It is imperative to keep our entrances clear of parked cars to facilitate emergency equipment access.**

We are capable of caring for your child(ren) for at least 72 hours if necessary. Take care of yourself so you can be safely reunited with your child(ren) in an orderly manner.

Check social media to get updated information.

*Register for the Santa Clara Country
Emergency Alert System:*

<https://www.sccgov.org/sites/alertscc/cities>

Emergency Guidelines

- All staff have been assigned roles that they will assume in the case of an emergency.
- In an emergency, the school telephone lines may be busy or not working. Please help us keep phone lines clear by not calling the school.
- The school will make it a high priority to email or text parents regarding emergencies. Please do not call the school for additional information.
- Unexpected emergencies take time. As the event progresses, the school will communicate information as the school is able.
- Fortunately, under most circumstances, the school's everyday carpool process will work very well for reuniting students and parent.
- In the event of a lockdown, DO NOT enter the campus. We will communicate pickup procedures.
- Only people listed on your approved pickup list will be allowed to pick up your child(ren).
- Once you have possession of your child(ren), please **leave immediately.**

Earthquake

- In a major earthquake, students may remain on campus or may be evacuated to an assigned safe area.

Fire

- If the fire is contained to a specific location either on campus or near our campus, the students may be kept on campus in pre-designated safe areas.
- Students will return to class as directed by the fire department.
- If the fire is a threat to our students, we will immediately evacuate our campus and go to an assigned safe area.

Lockdown

- All school personnel are trained in lockdown procedures. They will ensure that all students are held in a safe location. Our goal is the safe care and accountability of all of our students.
- In a lockdown **we may not be able to answer incoming phone calls or make outside calls.**
- Parents should not come to the school campus during a lockdown incident. School gates and classrooms may be locked, and you will not be able to gain access to our campus.
- All students and faculty/staff will remain in the lockdown mode until the police department lifts the lockdown. In some cases students may need to leave campus.
- ***When the lockdown is lifted***, a communication will be sent to parents, and at that time parents will be permitted to pick up their child(ren).