



School District and Parent Responsibilities for Students In the Event of a Major Emergency or Disaster

During the school year, all San Mateo Union High School District (SMUHSD) schools participate in emergency drills based on [Big Five Protocol developed by the San Mateo County Office of Education](#). Students are taught how to react, where to assemble, and what to expect in emergency situations.

The San Mateo Union High School District (SMUHSD) applies this protocol at every school in the event of a major emergency. All divisions of the District have participated in emergency drills designed to check the communication links between schools, the District Office, and the County Office of Emergency Preparedness. The District views the matter of students' safety as a major responsibility, thus principals and school staff are prepared to make prompt decisions in any situation which may threaten the safety of students.

The need to close a school and evacuate students before the regular school closing time could arise from a relatively minor emergency such as a prolonged interruption of power, or from a major event such as fire, earthquake, or severe inclement weather. Parents should note that communication between the home and school and the ability to transport students may be disrupted; therefore the District requests that parents/guardians/caregivers be aware of the following information and review it with your student(s) so that there is an understanding in the home that the District procedures in the event of an emergency: **In case of a declared emergency by the Superintendent during school hours, all students will be required to remain at school, or at an alternate and safe site, under the supervision of the District Personnel:**

- Until regular dismissal time and released only if it is considered safe or,
- Until released to the parent or to an adult authorized by the parent or legal guardian whose name appears on the school emergency/health card. **No student will be allowed to leave with another person (e.g., relative, caretaker, etc.) unless the school has written permission from the parent or unless the individual who has come for the student is listed on the student's emergency/health card.** Parents/guardians/authorized adults will be asked for identification.
- If students are on their way to school, they should proceed to school (if they are in school buses, they will be brought to the school).
- If students are on their way home from school when the emergency/disaster occurs, they should continue home.
- During a declared emergency, those students who have not been picked up by their parents or other authorized person may be taken by District personnel to another site where consolidated care facilities can be provided. This information will be given to the media stations and posted on the school and District website to keep parents informed.
- **Please do not call the school** – we must keep the lines open for emergency calls.
- **Tune to radio station KCBS 740 AM and television stations for information.**
- If your student takes medication, such as insulin, seizure medication, or any medication taken daily to prevent life-threatening consequences, it is recommended that you call the school's health office to discuss the possibility of keeping an emergency supply at school.

If you have any questions regarding your school's disaster plan for student safety, please contact the Deputy Superintendent of Human Resources & Student Services at the District Office at 650-558-2209, or the Director of Student Services at 650-558-2257.

Thank you for all that you do to support the safety of our District and school communities.