

.H. E. Huntington Middle School  
1700 Huntington Drive  
San Marino, CA 91108  
(626) 299-7060  
A National Blue Ribbon School

### **Emergency Health Cards and Procedures 2009-2010**

The attached Emergency Information Card is the MOST IMPORTANT PIECE OF INFORMATION YOU WILL COMPLETE FOR YOUR CHILD. Please complete the top, bottom and back of the card. If there are car phone numbers or pager numbers that may assist the school in contacting a parent or guardian, please include these. Be sure to keep the information on this card current. If any of the information changes during the school year, please notify the office. The Emergency Cards (2 on one sheet) will assist us in keeping your child safe during an emergency.

#### **EMERGENCY PROCEDURES**

##### **• During School Hours**

A. Regardless of whether it is an alert or actual disaster, all students will be held at school until the principal of the school is notified by the Chief of Civil Defense, the Superintendent of Schools, or other proper authorities to release students.

B. Until notification is received to send students home, students will be released only to their parents or adults listed on the Emergency Card.

C. It is recommended that parents give careful consideration to the arrangements made for the children to be picked up by designated person. **BE SURE NAMES ON EMERGENCY CARDS ARE UP-TO-DATE.**

D. During an alert or early warning of an emergency, students and staff member will be alerted by a steady ring of the bell for two minutes. Under teacher supervision, students will proceed and assemble in designated areas.

E. When under sudden attack, earthquake, or other sudden disaster, students are to take shelter under a desk or other sturdy equipment. If outside during an attack or explosion, students are to drop and take cover, preferably by a wall or fence. If outside during an earthquake, students are to move clear of all structures and power lines.

##### **• Before and After School Hours**

Please keep your children at home until the Chief of Civil Defense, the Superintendent of Schools, or other proper authority gives instructions by radio, telephone, or other media or communication. Huntington Middle School has joined with **KNX 1070 AM** radio station to broadcast school evacuations and closures. After any major earthquake or other disaster, please tune your radio to KNX for information as to whether school is enclosed or if you should come to Huntington Middle School to pick up your child.

It is recommended that you formulate a plan within your family regarding what each individual should do in the event of an earthquake or other emergency while your children are walking to or from school, playing within the neighborhood, or are home alone. Review the plan often, so that each individual will be prepared when the time comes.

**If information pertinent to your child's Emergency Information Card changes throughout the school year, please notify the school so that the card can be updated.**

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Please sign the **Master Signature Summary** acknowledging you have read and discussed the emergency procedures with your child and COMPLETED AND SIGNED BOTH SIDES OF THE EMERGENCY CARDS.