

EMERGENCY INFORMATION

YOUR STUDENT WILL ONLY BE RELEASED TO THOSE AUTHORIZED PER THE 'PERMISSION TO RELEASE' FORM ON FILE WITH THE SCHOOL.

Per your emergency form, the designated parents/guardians will be notified of the emergency via the All Call Messaging System. An automated call will be made to all parents/guardians to inform of the emergency and location of their student (s). The message will include location for pick up.

GUIDELINES FOR PICK UP ON CAMPUS

1. Do not drive onto the campus. Please park on the street and walk to the gate.
2. Parents/Guardians/Designated report to the request gate.
3. Please have an ID to confirm authorization for student to be released.
4. Student will be brought to the reunion gate and released to their parent/guardian/designated contact upon sign out.

GUIDELINES FOR PICK UP OFF SITE

Off Site Location: Balboa Park Tennis Courts, 5651 Balboa Blvd, Encino 91316

1. Park in the parking lot and walk to the Balboa Park Tennis Courts.
2. Parents/Guardians/Designated report to the request gate.
3. Please have an ID to confirm authorization for student to be released.
4. Student will be brought to the reunion gate and released to their parent/guardian/designated contact upon sign out.

EMERGENCY RELEASE

An emergency release of students occurs when the emergency requires students to be released to a parent/guardian to ensure their safety and well-being. Should this occur, parents would be notified by the All Call system. Often in an emergency, local phones are jammed due to the volume of calls. Should we experience difficulty in placing local calls, the designated out of state contact will be notified of the status of students. Please contact your designated out of state contact if you are unable to speak with Westmark for updates.

EMERGENCY SUPPLIES AT WESTMARK

Our school has essential emergency supplies. Each classroom has an emergency backpack with emergency supplies, in addition to a classroom supply of sanitation and basic first aid resources should students and faculty be confined to the classroom for an extended period of time, as in the case of a lock down. Westmark School has an emergency storage bin that houses a supply of food and water for each person for approximately three days, more first aid supplies, search and rescue equipment, a propane operated generator, tools, blankets, clothing and protective coverings for an extensive stay on the field. It is requested that families provide a 3-day supply of medication for the student.

TYPES OF EMERGENCIES

We prepare for emergencies in a number of ways: education and information, rehearsals through drills and emergency scenarios and provisions (food, water, sanitation and first aid). Our planning focuses on the following categories:

FIRE

We rehearse basic evacuation from buildings (evacuation routes are posted in all rooms and offices); teachers lead students to designated areas on the field. We practice protocols of attendance/accountability. When an “all clear” is given, students return to their classrooms.

In the event of an actual emergency, the fire department is contacted and the situation is assessed. Should students be unable to return to class, parents will be notified via the all call communication system. Parents will be apprised of the situation and emergency release procedures should that be necessary. Updates will be provided through this all call system.

NATURAL DISASTER SUCH AS A EARTHQUAKE

Students are instructed that during an earthquake, they are to drop, cover and hold on until it is safe to evacuate. When safe, teachers lead students to designated areas on the field. The emergency teams review protocols for search and rescue, securing the campus, providing first aid, assessing damage, activating emergency supplies and resources, implementing communications with the school and the community, and the process of the emergency release of students.

LOCK DOWN

Lock down is when ALL persons on campus immediately take shelter in a lockable school room where an adult is present. In a true emergency, a student might have to take shelter into the nearest lockable space, with or without an adult present. All persons remain inside and secure until the Head of School or Director of Operations signals that the Lock Down is over.

RECOMMENDED SUPPLIES TO KEEP AT HOME

THE AMERICAN RED CROSS RECOMMENDS THAT FAMILIES HAVE THE FOLLOWING SUPPLIES:

- Water-one gallon per person, per day (3 day supply for evacuation, 2 week supply for home)
- Food-non-perishable, (3 day supply for evacuation, 2 week supply for home)
- Flashlight
- Battery-powered or hand crank radio
- Extra batteries
- First aid kit**
- Medications (7 day supply) and medical items
- Multi-purpose tool
- Sanitation and personal hygiene items
- Copies of personal documents
- Cell phone and chargers
- Family and emergency contact information
- Extra cash money
- Emergency blanket
- Pet food and supplies

FIRST AID KIT

- 2 absorbent compress dressings (5x9")
- 25 adhesive bandages]
- 1 adhesive cloth tape (10 yards x 1 inch)
- 5 antibiotic ointment packets
- 5 antiseptic wipe packets
- 2 packets of aspirin (81 mg each)
- 1 blanket (space blanket)
- 1 breathing barrier (CPR barrier)
- 1 instant cold compress
- 2 pair of non-latex gloves

- 2 hydrocortisone ointment packets
- Scissors
- 1 elastic bandage (3" wide)
- 1 elastic bandage (4" wide)
- 5 sterile gauze pads (3x3 inches)
- 5 sterile gauze pads (4x4 inches)
- Oral thermometer
- 2 triangular bandages
- Tweezers