

Evacuation/Emergency Dismissals:

Emergency Dismissals:

Emergency dismissals may be made at any time by the principal or representative when a serious condition such as sickness, accident, natural disaster, etc. warrants it. If an emergency occurs outside of school hours, listen to a local radio station for instructions of school closure. As a general rule, the school will follow the same procedure as the local public school district.

St. Martin of Tours Academy follows the procedures outlined for "Disaster Preparedness" by the San Diego Diocese Office for Schools and the La Mesa Police and Fire Departments.

Communication:

Room parents will be contacted by phone or e-mail in the event of an emergency. In turn, they will contact parents in the specific grade they are assigned. The school's public address system, which connects with every classroom, would be used in a lock-down situation. Bells signal evacuations.

Types of Responses to Emergency Situations:

- 1) evacuation to the field area (fire, bomb threat, etc.)
- 2) lock-down (dangerous and/or threatening situation on near school property)
- 3) "drop and cover" then evacuation (earthquake)
- 4) evacuation and parent/guardian pick-up of children

Evacuation drills are practiced once a month. Earthquake drills are scheduled one per quarter.

Student Pick-up Locations:

The evacuation map located on page 26 of the Family Handbook is the first designated destination for student pick-up. If for some unforeseen reason the first location for student release cannot be used, the second location will be near the parish hall. If necessary, the third location would be off campus at Crossroads Shopping Center at El Cajon Boulevard and Baltimore Drive.

Students will be released to parents/guardians or those designated on the Earthquake/Disaster Release Record. A signature will be required in order to release the student in the event of an evacuation.