DISASTER DRILL PROCEDURES
2026-27

Dear parents:

On September 2, 2026, the students and faculty at St. Agnes School will participate in a mock disaster drill. This drill is an integral and vital part of our safety program and, therefore, we request your patience and cooperation. Students will be instructed as to their part in this drill, so they will not worry. The disaster drill will begin at 10:30 a.m. All **NEW STUDENTS** must be picked up between 10:45 – 11:00 and taken home. The remaining students will return to their classroom until 12:00 dismissal.

This drill is necessary to prepare faculty, staff, parents/guardians, and students for a serious earthquake or other catastrophe. Only parents/guardians listed on a student's emergency form will be allowed to take students from school.

IN CASE OF EMERGENCY…

Parents/guardians will **not** receive a phone call from school in the event of an actual emergency. We are prepared to care for your children in times of critical situations. The following is a list of procedures to follow for a real emergency:

1. Do not phone the school. We must have the phone lines open for emergency calls.
   The American Red Cross phone number is 925-603-7400.
2. Do not immediately drive to school until it has been determined that streets and access to our school are clear and not needed for emergency vehicles. Only proceed to school when it is safe to do so.
3. Turn your radio to KNBR 680 or KWUN 1480 on the AM dial for information.

When it is deemed safe, proceed to school and follow these instructions:

1. Remain calm and **stay in your car at all times**.
2. Enter the school property through the teacher's parking lot, which is closest to the school.
3. Drive your car to the communications table.
4. Identification will be requested if you are not recognized by the staff. Your emergency dismissal form will be located and the child(ren) will be sent for.
5. You will be directed to pull your car into line. Your children will be delivered to your car.
6. After you have signed the release form, exit the campus via the gate between the church and the ministry building. School staff will be on hand to direct you.

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Please sign, tear off and return this portion of the form to school.

I have read the above letter, am aware of the disaster drill, and agree to follow procedures as noted.

Parent's name (printed): _____

Parent signature:_____Date: _____

EMERGENCY DISMISSAL FORM
2026-27

Family name: _____

Child's name:_____Grade _____

Child's name:_____Grade_____

Child's name:_____Grade_____

Child's name:_____Grade _____

Please list below the names of those persons to whom you authorize St. Agnes School personnel to dismiss your child in the event of an emergency. Please list yourselves and two people who would not have difficulty getting to St. Agnes School if you are not able to. In the event of a disaster, this person will be able to care for your child after they are picked up if you cannot get home.

Persons authorized to pick up my child:

_____
Mother or guardian

_____
Father or guardian

_____

_____

Do both parents have custody?____Y e s ____N o

If no, to which parent should child be released?

Note any emergency health information: _____

_____

**** **** **** **** **** **** **** **** **** **** **** **** ****

Do not sign below until event of actual emergency.

I have read the above letter, am aware of the disaster drill, and agree to follow procedures as noted.

Authorized person's name (printed): _____

Signature:_____Date:_____

Released by:_____Time: _____