

Emergency Preparedness Letter Kellogg Middle School

Dear Kellogg Families:

The primary focus in our emergency plan is student and staff safety. Administrators and team leaders participate in trainings regularly to keep up-to-date on the most current techniques, in line with our community and state emergency agencies.

Our first expectation in the event of a major emergency (i.e. earthquake, storm) is that all students stay at school until they are picked up by a parent or an adult listed on their emergency form. This implies four tasks for parents:

- **COMPLETELY fill out the emergency form, including the names of all people with whom you have made this arrangement and return the form to Kellogg's main office.**
- Instruct your child to stay at school and inform your child who can pick them up in your place.
- Make arrangements with designated emergency contacts to get your child at school if you cannot.
- Update your email contact on the Family Access website: The link is on the Kellogg website home page: <http://schools.shorelineschools.org/kellogg/>

While many middle school students live close and frequently walk home, it is important to remember that in an emergency there may be unusual hazards (falling tree limbs, electrical wires down, traffic etc.) that could make walking home very dangerous. Also, if your middle school student ordinarily has the responsibility for younger children, they should be instructed to wait at school for the designated adult to pick them up.

For emergencies that are contained to the school building, such as lockdowns and fire drills, parents are requested not to come to school as we are working closely with community officials. If the event continues beyond the school day, parents will be contacted via the Kellogg or Shoreline School District website and automated phone system.

During all emergencies at school students are asked not to use their cell phones and laptops until given permission by the supervising adult. This will minimize disruptions and maintain a calm environment where students will be best able to hear directions. In addition, please do not expect to call the school for information. We do not have the capacity to handle multiple incoming calls in an emergency. Please rely on the radio or school websites for information about school closure or changes in schedule.

We are lucky to have many parent volunteers who help during the school day. Please continue to sign in and out while in the building. In the event of an emergency while you

are here at Kellogg, please follow the directions of the supervising adult staff member. We can also provide you with a complete copy of our procedures and brief you in person.

Kellogg staff train each August in emergency procedures. Students train during the first week of school orientation on responses to fire, earthquake, and lockdown. This training is reinforced with monthly drills.

The Shoreline School District website: <http://www.shorelineschools.org/schools/emergency/> and the Kellogg website: <http://schools.shorelineschools.org/kellogg/> will be helpful. For further information about Kellogg safety procedures please contact Linda Miller, Assistant Principal and Kellogg Safety Team Leader at 206-368-4783 or linda.miller@shorelineschools.org.

Sincerely,

The Kellogg Safety Team