

School Safety and Emergency Preparedness

Dear Parents,

In order to assist us as we continue to make your child's safety a top priority, we are asking for you to provide an earthquake kit for each child you have in attendance at Palmyra Elementary School. These kits are necessary as part of the school's efforts to be proactive and prepared for potential earthquake emergencies that might occur.

Please assemble your child's kit and return it to school Tuesday, **September 5th**. Please follow the simple directions below to prepare your child's kit. All kits will be sent home at the end of the school year, so that you may discard expired products and prepare a fresh kit for the next school year.

****EARTHQUAKE KIT LIST****

The following items must be labeled and sealed in a gallon zip lock bag labeled with your child's name and teacher:

- **Small supply of non-perishable food such as crackers, granola bars, fruit cups, etc.**
- **Two small bottled water**
- **One lightstick or flashlight (provide batteries and store outside of the flashlight)**
- **Two moist towelettes**
- **One tissue pack**
- **Personal note written to your child ("I love you and miss you!") Something to help comfort them.**

Important Emergency Preparedness Information:

In case of an emergency, it is important that parents are informed of our School Safety Plan. We have made plans and practice for emergencies including fire, earthquake, and lock down on a regular basis.

A few important things for you to know regarding our emergency preparedness plans:

- The school field is our primary evacuation site. The gate along Lincoln Ave is identified as our "Reunion Gate". Students will be released through this gate if a situation requires evacuation to the field.
- The Orange Church of the Nazarene at 1125 E. Palmyra Ave is our secondary evacuation site. If we ever had the need to evacuate our school, students would be escorted to this location.
- Adults picking up students during an emergency must be a parent/guardian or be listed as an emergency contact. Be prepared to show a picture ID. We ask for your patience as we work to safely release all of our students. It is very important to keep your emergency contacts up to date with the office.
- If available in an emergency, we will communicate with you using the automated phone call system. If you are not receiving the school phone calls on a regular basis, please make sure your information is up to date.
- Please take some time to review your emergency preparedness at home. It is important to review plans with your children as well.