

SAEP 2008

Emergency Plan

Dear Parents,

We want to notify you of the emergency procedures we will be adhering to in case of a necessary evacuation.

1. The teachers have been instructed to safely evacuate their rooms, call roll, report missing students to the office, and bring their class to parking lot B6.
 2. We have the emergency contact information for all students and once the students are in the parking lot, they will be instructed to call (many students have cell phones that can be shared) to have someone pick them up.
 3. Lot B6 is where you or the emergency contact person (if we cannot reach you) will pick them up.
 4. When they are picked up, we will sign them out and note who has picked them up.
- We have arranged for the campus department of Environmental Health and Occupational Safety to provide food, water, and shelter for the students if they need to be there for any extended length of time.

The following link is for CSUN's Environmental Health and Occupational Safety Department's website: <http://www-admn.csun.edu/publicsafety/emergency/>. This website goes into more detail about the specifics of CSUN's emergency procedures. We hope that we will never need to utilize this system, but we want you to be informed of the procedures in case the need arises.