

Emergency Plan

Below are the emergency procedures we plan to use in case of a necessary evacuation. In the summer of 2008, we experienced a mild earthquake during class time. The cell phone service for many carriers was interrupted and parents could not get in touch with their students. Please know that the safety of all our students is our primary concern and we will do our best to take care of them until you are able to be reunited with them.

1. Teachers will safely evacuate their rooms to a designated area, call roll, and report missing students to the office administration.
2. If a campus evacuation is necessary, SAEP has coordinated with Environmental Health and Occupational Safety to utilize parking lot B6 as our program's safety zone. Shelter, food and water will be available there until all students can be picked up.
3. If it becomes necessary to evacuate the campus, a message will be recorded on the SAEP number 818-677-6300 with instructions. Because cell phones are not a reliable means of communication during an emergency, we will not be able to guarantee a personal phone call to each family.
4. Our office has a list of students and their parent's names, as well as the emergency contact name and relationship. Either the parent or the emergency contact will need to be the one that signs them out of Lot B6. If neither are available, SAEP must have a signed note from the parent or guardian in order to release the student.

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