

# Iron Horse Middle School

## *Emergency Information for Parents*

We at Iron Horse Middle School do everything we can to make our campus as safe as possible. In the past year, we have worked, and continue to work, with the San Ramon Valley Unified School District, local fire and police officials, and private safety consultants in order to make Iron Horse as safe as it can possibly be for your child. We'd like to share some of the following information with you regarding your role in an emergency, and hopefully answer some of your questions should one occur. While we hope never to need to resort to our emergency plan, we want you, our parent community, to know that we are prepared and how to be prepared with us.

### **What preventative steps has IHMS taken to ensure safety?**

Iron Horse Middle School has a comprehensive safety plan that is updated twice a year. District officials, local safety providers (fire, police, etc.), and private safety consultants have input on and are provided with our safety plan, in order to maximize its effectiveness. Additionally, several staff development activities are held throughout the year to emphasize and train staff on the safety procedures. Iron Horse is in contact with San Ramon Law Enforcement personnel to ensure they will be able to assist in an emergency. Classrooms are supplied with first aid and emergency supplies, and Iron Horse has a central supply location with first aid and emergency supplies.

### **How are students prepared for what they should do in an emergency?**

Students review the safety plan and evacuation instructions in their Advisory at the beginning of the year and whenever changes are made. Drills are run for various emergency scenarios at least once a month. Typically, students have performed extraordinarily well on these drills, and they have in served as models for many other schools.

### **What kind of emergencies is Iron Horse Middle School prepared for?**

Drills are held for the following scenarios: fire, earthquake, shelter in place/ toxic release, site evacuation, and intruder. Additionally, in the case of a major emergency, Iron Horse Middle School has enough food, water, and supplies to keep all of our students for up to 72 hours.

### **Where will students be in the case of an emergency?**

In any emergency where students are evacuated from the building, they will be immediately escorted to the Blacktop located to the South of the Gym or to nearby fields at Central Park, depending on the safest routes at the time. In the event that students will be evacuated from the site, we will not always be aware where students are going

beforehand. In that unlikely case, we will let parents know in the quickest and most efficient way possible.

### **How will I know if there is an emergency at Iron Horse Middle School, and how will I get the information I need?**

Should there be a school site emergency, information will be distributed via the Lyris E-Mail system. We are in the process of developing an emergency phone tree system as well. Since these are the avenues for reaching parents in an emergency, we ask that parents take the time to make sure that their e-mail addresses, phone numbers, and emergency contacts are always up to date.

In the case of a large scale emergency, please tune any radio to KCBS 740 AM for emergency information. We will still attempt to get information out via Lyris. We will also have information updated on the district website ([www.srvusd.net](http://www.srvusd.net)) or on Iron Horse's website (<http://www.ims.srvusd.k12.ca.us>).

### **Can I call my child's cell phone if I hear of an emergency?**

Yes. Should you need to contact your student in the case of an evacuation or major emergency, cell phone use will be permitted. It should be noted that in the case of a dangerous intruder, we will have all students turn cell phones to 'Silent.'

### **Can I come get my child in the case of a major emergency?**

In the case of an emergency, you may come to the campus, where we will have checkout and student accounting procedures in place. In order to assist this, we ask that parents DO NOT take students away from the site without informing the Communication Center and/ or the Attendance Secretary. This is *extraordinarily* important, in that Search and Rescue teams will be mobilized and dispatched for any students not accounted for.

**If you have any questions or comments regarding student safety at Iron Horse, please contact us:**

*(925) 824-2820 or [cgeorge@srvusd.net](mailto:cgeorge@srvusd.net)*

**Thank you for your cooperation.**