

The Lycée has an Emergency Disaster and Incident Preparedness Plan detailing safety procedures in case of emergencies such as earthquakes, fires and other major disasters. This plan is updated every year and given to the personnel.

Below are the main guidelines to be followed in case of an emergency in the Bay Area and at the Lycée:

COMMUNICATION IN CASE OF EMERGENCY

1 – Before going to school to pick up your child, listen to local radios: KFRC 91.7FM, KCBS 740AM or watch television KRON on Channel 4. If the San Francisco School District closes its schools, the San Francisco campus will also close. If the Larkspur School District closes its schools, the Corte Madera campus will also close.

2 – The Lycée has contracted with an external communication system company (SchoolReach) responsible for contacting families in case of an emergency to relay actions taken or procedures to be followed. This company replaces the telephone trees and leaves an automated message on your landline and cell phones, as well as at your e-mail address. It is extremely important for you to keep your information up-to-date with the Admissions Department (ahogan@lelycee.org) as they, in turn, dispatch any changes to the communication system company.

3 – Parents with children taking the school bus should call Laidlaw bus company before leaving, in order to confirm that the buses are in service:

South Bay (408) 971-3466 (dispatch)

North (Marin) (415) 455-9098 (dispatch)

If a decision to close the Lycée should occur after the bus has left in the morning, students will be taken care of at the San Francisco campus and a message will be left on parents' cell phones communicating the time of the students' return. It is therefore of utmost importance that we always know your most current cell phone number.

4 – Information on the Lycée's website. In case of an emergency, and if possible, information will be published on the Lycée's website and updated as the situation changes. (www.lelycee.org)

5 – We ask you not to call the Lycée's main number in case of a major disaster. It is extremely important to free this phone line (if circuits are functioning).

The French American International School of Portland will be our telephone back-up in case local telephone communication is momentarily interrupted. Their telephone number is **(503) 292 7776** (www.faixpdx.org). **You will be able to listen to recorded messages relating to the situation at that number.**

Moreover, the French General Consulate has acquired and located satellite telephones on several sites in the Bay Area. These will secure communication amongst French citizens living in the Bay Area and keep the French authorities informed of the latest developments.

DO NOT FORGET TO KEEP ALL RELEVANT PHONE NUMBERS IN YOUR CARS, WALLETS, AT HOME AND AT WORK.

EARTHQUAKE PREPAREDNESS

1 - Emergency Structure

An Emergency Disaster Plan is in place for each of our buildings with specific teams and responsibilities assigned. In the event of an earthquake, all personnel on the premises must remain where they are and take care of the children until the Emergency Operation Center (EOC) Director gives them authorization to leave.

All personnel must have current CPR or First Aid training. Every year, the Lycée organizes one-day “disaster preparedness” training for all personnel during the in-service days in September. During that training, professionals go over various possible emergency circumstances and how to best handle them.

2 – Supplies

Individual earthquake backpacks containing dry food, water and other emergency supplies are stored in each room. Each room is also equipped with a “Teacher’s Bag” containing additional supplies and a First Aid Kit. In case of emergency, students and teachers will each carry their own bags. For preschoolers, backpacks have been placed in containers that can easily be wheeled outside if needed.

The school also has additional emergency supplies (generators, heaters, lights, tents, medical supplies, blankets, water, search and rescue tools...). They are regularly tested, replaced, upgraded, and stored in appropriate areas accessible to school personnel.

Every month, an emergency response drill is organized in collaboration with the local Fire Department to prepare students and personnel in case of a fire or earthquake.

3 - Emergency Procedures

1 - During an earthquake - compliance by everyone with the “*duck, cover and hold*” response. Teachers and staff try to keep the children calm and wait for the EOC Director's instructions.

2 - Designated adults check for broken electrical wires or gas leaks that might start a fire. Electrical, gas and/or water safely shut off, if necessary.

3 - Evacuation - Only upon instruction from the EOC Director.

4 - Search & Rescue - once the entire school has been assembled outside. If anyone is missing, the search and rescue and the medical teams will go back into the buildings, while other adults supervise and calm the children. A medical site might be set up in an appropriate location, away from the children’s view.

5 - If the situation is severe enough, the cities of San Francisco and Corte Madera will set up shelters. The media will inform the public of these locations.

6 - Authorized persons will be allowed to pick-up students in an organized manner at the front entrance on Ashbury Street, 20th Street & Ortega for San Francisco campuses and on Golden Hind Passage in Marin. No one other than the persons listed on the emergency form will be allowed to pick-up the children. Please maintain your emergency forms updated throughout the school year.

7 – **PLEASE REMAIN CALM!** The procedures mentioned above have been set-up in order to ensure your children's safety and security.

Your child's safety is our first concern