



**CAPISTRANO UNIFIED SCHOOL DISTRICT**  
San Juan Capistrano, California

**PARENT GUIDE TO EMERGENCY PROCEDURES**

Capistrano Unified School District has plans and preparations for emergency situations. To ensure the greatest security possible, all schools have specific plans to respond to emergencies such as natural disasters (earthquakes, high winds, etc.), man-made disasters (fires, chemical spills, etc.), and critical incidents such as an incidence of school violence. These plans are updated yearly.

**What Should Parents Do in an Emergency?**

**Before an emergency:**

- Reinforce to your child(ren) that the school has emergency plans for student safety. School buildings were built to meet stringent safety codes and there is school personnel trained in first-aid.
- Remind your child(ren) not to panic, keep quiet, and follow directions from school officials and law enforcement.
- Make certain the school emergency information (parent portal) is updated with names of authorized individuals and current phone numbers. The school will not release students to anyone not on the emergency card.
- Develop a family emergency plan. Please visit the American Red Cross Website at <http://www.redcrossplans.org/> for details and assistance.

**During:**

- Do not panic. The school will immediately implement their emergency plan.
- **Do NOT go to the school site.** This jeopardizes your safety, the safety of the first responders, and students. Streets will need to be open for emergency vehicles and first responder access.
- School Messages via phone and email will be sent to parents **as soon as possible** with information and/or directions. Updated contact information is critical for timely notification.
- Any phone calls to the office or parents coming to the campus will impair the school’s ability to respond to the immediate needs of the students.
- The school and District Office will do everything possible to provide parents with information.
- In large scale emergencies, utilize the information and updates that may be available through the following Orange County Emergency Alert System radios stations.

KALI 106.3 FM	KBPK 90.1 FM	KDLE 10301 FM	KFSH 95.9 FM	KLIT 92.7 FM	KMXN 94.3 FM	KNOB 540 AM
KPLS 830 AM	KSBR 88.5 FM	KUCI 8809 FM	KWIZ 1480 AM	KWIZ 96.7 FM	KWVE 107.9 FM	KXXM 1190 FM

**After:**

- Plan to pick up your child once the emergency has been resolved. A Reunification Center will be established for parents to pick up their children and this location will be communicated to parents.
- Photo ID will be required for releasing students. Authorized individuals must be listed on the emergency card and have Photo ID.
- Please remain calm and exercise patience during this time. Remaining orderly will assist all students with coping with the entire situation.