



UNIVERSITY PREP

EMERGENCY EARTHQUAKE INFORMATION

The Seattle Fault Zone is an “active surface fault zone,” and experts agree that it is just a matter of time before we have a significant earthquake. So, what will you do when the earth shakes? What will your student do? University Prep is preparing for disasters great and small, and you are a part of our plan. We have categorized the potential emergencies into three general headings that will serve as our basis for operation during major emergencies:

1. **School is cancelled while not in session.** To inform the far-flung members of our community of a cancellation while school is not in session, we post the information on our website and the outgoing telephone voice message. Broadcasting of school closures is handled by the Public School Emergency Communication System (PSECS), so notification of a closure becomes available to all radio and television stations almost simultaneously. The stations then decide when they make announcements. PSECS puts closure information on their website at www.schoolreport.org.
2. **School is in session, and the reunification site is on campus.** After the head of school decides to close school, the notification process above will be followed as soon as is reasonable. The head of school will make the closure announcement to all who are present. Students and advisors will then report to their advisory locations. Advisors will review the students’ Emergency Release and Medical Information forms. If parents have preauthorized their child to drive themselves home, walk home, or take Metro, the advisor will decide *if it is safe* to release them to leave after the advisee has signed out with the advisor. The advisee will write his/her plan and time of departure on a piece of paper and sign it.

If parents and guardians come to school to pick up students, they will need to go to the south entrance of the Fine Arts building. Inside, parents will identify themselves and the students they are authorized to pick up. While parents wait in the Commons, messengers will go and get students. Parents will be reunited with their students in the Commons area. Parents or guardians will sign out their students before taking them home. It is imperative that all parents and guardians try to arrange for release of their students as soon as is possible and safe. When most of the students have been released, all who remain will gather in the Commons. The head of school will authorize the release of faculty and staff as needed, but will retain as many as are necessary until the last student has been released.

3. **School is in session, and the reunification site is off campus.** If we have to evacuate our campus, we will take emergency information with us off campus so that

we can notify PSECS and our rapid notification system. Messages on the school phone and website will be changed if possible. We will also have each student's Emergency Release and Medical Information form. At the off-campus site, we will gather by grade, take attendance, and release students to their parents, guardians, or emergency contacts listed on their emergency release forms *when it is safe* to do so. Students who are preauthorized to walk home, drive home, or take Metro will need to sign out with their advisor before leaving.

If phones in the Seattle area are down, parents may call one of our out-of-state contact schools for information about a current emergency: Catlin Gabel School in Portland, Oregon at 503.297.1894 or Chapin School in New York, New York at 212.744.2355.

In an effort to help parents and students be prepared for emergencies, University Prep has issued emergency phone numbers on the back of student ID cards. Parents should fill in any information that would be helpful to their students if they should suddenly need to get in touch. We ask that parents and guardians discuss emergency plans with their students so we are all as ready as we can be. Everyone's safety is our concern.