



Please avoid contacting your child or encouraging them to contact you by cell phone during an emergency. This can overload the phone system, hamper the ability of responders to effectively handle the emergency, and cause delays in releasing official communication to parents, guardians, and the community.

Following an emergency:

- Listen to and acknowledge your child’s concerns.
- Provide reassurance that your child is safe.
- Assure your child that additional prevention efforts are being put into place.
- Seek help from school personnel or a mental health professional if concerns persist.
- Should you or your child have serious concerns in response to an emergency or crisis, contact your child’s school directory for information and guidance.

Emergency Information Guide for Parents & Guardians

Emergency preparedness begins at home:

- Develop and practice a family disaster plan.
- Teach your child how to recognize danger signals such as smoke detectors, fire alarms and local community warning systems.
- Explain how and when to call for help and how to use 911.
- Help your child memorize important family information: name, address, phone numbers and where to meet in case of an emergency if not at school.

Names and number of my child’s emergency contacts:

NUSD
Novato Unified School District

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NUSD
Novato Unified School District



Novato Unified School District
1015 Seventh Street
Novato, CA 94945
(415) 897-4201



What You Need to Know

BE PREPARED FOR A SCHOOL EMERGENCY

- Ensure that your child's emergency contact information is accurate, current, and updated as needed. To update this information, please go to your child's Aeries account or contact your child's school directly. (This information is used for the InTouch emergency notification system.)
- Remove and complete the attached Emergency Procedure Card and carry it with you at all times.
- Become familiar with NUSD's emergency communication procedures. The district is committed to providing accurate and timely information in the event of an emergency. A hot line will be used during emergencies to provide current information (number can be found on the Emergency Procedure Card.)

IN CASE OF A SCHOOL EMERGENCY

- Although your first reaction would be to call or rush to your child's school, please follow the tips listed below:
- **DO NOT call or rush** to your child's school. Phone lines and staff are needed for emergency response efforts.
- **DO NOT phone/text** your child. Staff and students are discouraged from using cell phone communication.
- Check for the email or voice message you will receive via InTouch.
- Check www.nusd.org for updates.
- Tune to local TV and radio stations for official school alerts.



EMERGENCY TERMS AND PROCEDURES:

In the event of an emergency at your child's school, it is important to know these terms:

Lockdown—A lockdown takes place if a threat is identified inside or outside the school. All school doors are locked, and students are confined to classrooms, libraries or gyms depending on where they are during the lockdown. **No entry into or exit from the school will be allowed.**

Shelter-in-Place—Students take refuge in designated areas for protection from hazardous materials or severe weather. **Entry or exit from the school will be controlled.**

Duck, Cover & Hold—In the event of an earthquake or other shaking building situations, students will be asked to duck down to the floor, seek cover under a piece of furniture and hold on to the furniture until the shaking stops.

Evacuation—In the event of certain building emergencies, students will be relocated to an appropriate evacuation assembly area.

HOW WILL I BE REUNITED WITH MY CHILD?

Reunification—Parents/guardians will be directed by school or public safety officials to their child's specific location. This information will be distributed via the emergency notification system, the NUSD website, or local TV/radio. Students will be released **ONLY** to parents/guardians or other designated individuals who are documented as emergency contacts. All individuals will be required to present a valid ID such as a driver's license, military ID, Permanent Resident ID card or passport. **Please remember to bring your ID with you, and inform your child's emergency contacts that they will be required to show proper identification if they are picking up your child.**

The reunification process can be time-consuming, so everyone is urged to be patient.



Please keep the card below in your wallet or carry at all times.

Novato Unified School District Parent/Guardian Emergency Procedure Card

Following a school emergency, parents/guardians are encouraged to do the following:

- **DO NOT call or rush** to your child's school. Phone lines and staff are needed for emergency response efforts.
- Check for the email or voice message you will receive via InTouch emergency notification system.
- Visit www.nusd.org for updates.
- Tune to local TV and radio stations.
- Call the NUSD hotline 415 493-4279.

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