



**STANFORD MIDDLE SCHOOL**  
5871 Los Arcos Street ~ Long Beach, CA 90815  
(562) 594-9793 FAX (562) 594-8591



September 2011

Dear Parents:

We live in an area where earthquakes can occur any time, including when your son/daughter might be at school. We want you to know that we have a district-coordinated plan at Stanford in the event that a quake happens during school hours. We are equipped with a large bin that contains first aid supplies, water drums and other emergency equipment. In addition, the staff is organized into teams that are prepared for light search and rescue and first aid triage.

For everyone's safety, it is important that you know the procedures for picking up your child during such an emergency at school. To ensure that we have the most updated information in case of an emergency please fill out the attached form and have your child return it by **Friday, September 9<sup>th</sup>, 2011.**

**Procedures for Parents:**

- If there is a major quake during school hours, please do not call the school. Phone lines need to remain open for emergency services.
- If you come to pick up your son/daughter, please go the **REQUEST GATE** on Ocana Avenue. The gate is located next to the 300 building.
- We will have a messenger bring your son/daughter to you at the **RELEASE GATE**, so please do not walk onto campus looking for him/her. We need to account for every person in our care, so we will find him/her for you.
- We can release students only to those adults who are listed on the attached "Catastrophic Emergency Procedures" form. **We cannot release students to friends, relatives, or neighbors who are not on this form.**
- If you cannot pick up your son/daughter, we are prepared to house him/her for several days, if necessary. We have several days' supply of food and water on campus.

The safety of everyone at Stanford has been taken into consideration in the event of a major earthquake, so please work with our plan if we have such an occurrence. If you have any questions about our earthquake plan, you can contact me at (562) 594-9793.

Sincerely,

Kathleen Cruz  
Principal