

## **OLHRS 2007 PARENT INFORMATION ON EMERGENCY EVACUATION PROCEDURES**

Parents: In the unusual event of a Dade County Emergency Evacuation Order, the following procedures would immediately be enacted to ensure the safest possible situation for our students and staff:

- Mrs. Kraich or Administrator on duty would announce the necessary process being put in place according to emergency directives over PA.
- Mrs. Kennedy will contact our evacuation host schools. They are St. Brendan High School and Christopher Columbus High School, located at 3000 SW 87 th Ave. The Church will be told to enact an automated phone tree to parents.
- Brother Felix and Brother Patrick will immediately send any available bus to assist in our evacuation and prepare their gymnasiums and staff to help in an orderly reception of students. Students will be assembled in alphabetical groupings so that siblings will be together for pick-up.
- Our emergency phone contact system will begin with the alert to Home & School Officers and the lead HR parent to begin phone calls by contacting every homeroom parent. They each have the class list and phone numbers of every parent to attempt to inform them of our evacuation. If possible the Archdiocese will make media announcements to inform parents as well.
- All school and church personnel as well as Home & School Board Officers are expected to assist in the calm, safe evacuation of students.
- All available vehicles will be used for transport in the event of a disaster as is recommended by emergency management.
- Parents who are unable to pick up children immediately must proceed to our host schools and show identification to staff members before children will be released. We recommend each family have a set plan.
- We will attempt in all we do to institute a calm and orderly evacuation to the best of our ability with the cooperation of all involved.

\*All parents should have a plan with their family for safety.