



**Reminders:**

- Nov 1-8: Día de los Muertos Altar in the Office (Everyone is welcome to visit and contribute photos of departed loved ones to this special exhibit)
- Nov 1: School Assembly 11:30pm Library
- Nov 3: End of Daylight Savings TURN CLOCKS BACK ONE HOUR 2 a.m.
- Nov 6: Lockdown Drill 1:15pm & Emergency Student Release to Parents Drill 1:30pm
- Nov 7: Board Meeting 5pm Library
- Nov 11: SCHOOL CLOSED ~ Veterans Day Holiday
- Nov 15: Early Dismissal 1:30pm - All Grades K-8
- Nov 25-29: SCHOOL CLOSED ~ Thanksgiving Holiday & Recess

**Recordatorios:**

- Nov 1-8: Exhibición Día de los Muertos en la Oficina (Todos están invitados a visitar la oficina y contribuir con fotos de sus seres amados en esta exhibición especial)
- Nov 1: Asamblea Escolar 11:30pm Biblioteca
- Nov 3: Termina el Ahorro de Luz de Día – RETRASEN sus relojes una hora
- Nov 6: Simulacro de Retención seguido 1:15pm por un Simulacro de Entrega de Estudiantes a los Padres de Familia en caso de Emergencia 1:30pm
- Nov 7: Reunión de la Mesa Directiva 5pm Biblioteca
- Nov 11: ESCUELA CERRADA ~ Día de los Veteranos
- Nov 15: Salida Temprana 1:30pm - Todos los Grados K-8
- Nov 25-29: ESCUELA CERRADA ~ Receso y Festividades del Día de Gracias



















# FALL BACK



Don't forget to  
set clocks back  
one hour at  
2 a.m. Sunday

**CHANGE** your fire alarm's batteries!

Termina el Ahorro de Luz de Día  
RETRASEN sus relojes una hora y



Cambiar las alarmas de  
incendio  
de las baterías



# Nicasio School

## Lockdown Drill - followed by a Simulated Emergency Student Release to Parents


### Wednesday, November 6, 2019

On **Wednesday, November 6<sup>th</sup>**, all students, teachers and staff will participate in our first lockdown drill of the school year. This exercise will take place from 1:15-1:30pm.

**EMERGENCY STUDENT RELEASE TO PARENTS DRILL STARTS AT 1:30pm.**

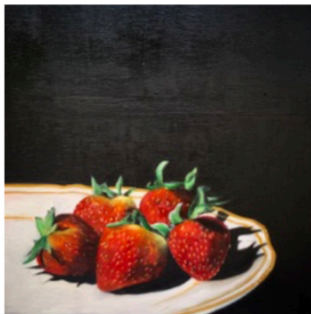
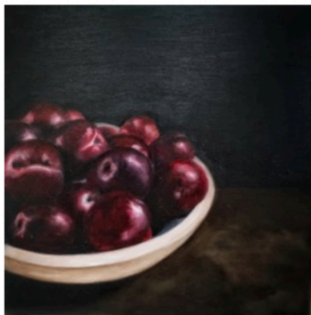
Following the lockdown drill, students, teachers and staff will assemble in the MPR to practice our **Emergency Student Release to Parents** plan. This drill will require the participation of all parents or authorized adults planning to pick up students that day. This exercise will help familiarize our school community with the protocols for releasing students to parents/authorized adults following an actual emergency.

#### Please note the following regarding the student release drill:

- ◆ Anyone arriving to pick up a student on November 6<sup>th</sup> (*and every day*) must be named on that student's list of authorized Drivers/Emergency Contacts.
- ◆ Upon arrival, parents/other authorized adults will be asked to form a line at the "**Student Request Table**" located outside the **north doors** of the MPR.
- ◆ You will be asked to show a **driver's license** or other **photo ID**.
- ◆ Because the release process will take longer than normal, parents/other authorized adults may arrive as early as 1:30pm and no later than 2pm.
- ◆ Students will be released in the order in which they have been requested by their parents/other authorized adults.
- ◆  Be prepared for rain! This drill will take place rain or shine, and the Student Request and Release waiting areas for parents/guardians are outside the MPR.

*Thank you in advance, for your patience, cooperation and participation!*





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OPENING RECEPTION: SATURDAY, NOVEMBER 2ND 2019 3-5PM



# WILDFIRE EVACUATION CHECKLIST

If evacuation is anticipated and time allows, follow this checklist to give your family and home the best chance of survival. Complete the Family Communication Plan on the opposite side for each family member and keep in your "Go Kit(s)."

**ALERT MARIN:** Register for emergency notifications at [www.alertmarin.org](http://www.alertmarin.org) to receive evacuation notices by email, phone, or text. Evacuation notices sent through Alert Marin will use the following terminology:



## EVACUATION ORDER

Leave now! Evacuate immediately, do not delay to gather valuables or prepare your home. Follow any directions given in the evacuation order.

## EVACUATION WARNING

Evacuate as soon as possible. A short delay to gather your Go Kit and prepare your home (see below) may be ok. Leave if you feel unsafe.

## SHELTER IN PLACE

Stay in your current location or the safest nearby building or unburnable area. May be required when evacuation is impossible, too dangerous, or unnecessary.

## ON YOUR PERSON

- ☐ Dress all family members in long sleeves and long pants - heavy cotton or wool is preferable no matter how hot it is.
- ☐ Wear leather gloves, head, and eye protection - full coverage goggles are best.
- ☐ Cover your face with a dry bandanna or (cotton or wool) scarf over an N95 respirator.
- ☐ Carry a headlamp and flashlight (even during the day), cell phone, and spare battery.
- ☐ Carry car keys, wallet, and ID on your person.
- ☐ Drink lots of water and stay hydrated.
- ☐ Put your "Go Kit" in your vehicle.

## PETS & ANIMALS

- ☐ Locate your pets and place in carriers NOW. You will not be able to catch them when the fire approaches.
- ☐ Be sure your pets wear tags and microchips.
- ☐ Place carriers (with your pets in them) near the front door, with fresh water and extra food.
- ☐ Prepare horses and large animals for transport and consider moving them to a safe location early, before evacuation is ordered.

## INSIDE THE HOUSE

- ☐ Shut all windows and doors (interior too) and leave them unlocked.
- ☐ Remove combustible window shades and lightweight curtains; close metal shutters.
- ☐ Move furniture to the center of the room, away from windows.
- ☐ Shut off gas at the meter or propane tank; turn off pilot lights.
- ☐ Leave indoor and outdoor lights on for firefighters.
- ☐ Shut off air conditioning and house fans.

## OUTSIDE & IN NEIGHBORHOOD

- ☐ Gather up combustible items outside the house (patio furniture, children's toys, door mats, trash cans, etc) and place in garage or move them at least 30' from structures (optionally: place in your pool).
- ☐ Close propane tank valves. Move small tanks away from structures.
- ☐ Connect garden hoses to outside water valves or spigots for use by firefighters. Attach squeeze-grip nozzles if you have them.

- ☐ Fill water buckets and place them around the outside of house, especially near decks and fences. Don't leave sprinklers on or water running - they are ineffective and can reduce critical water pressure for the entire neighborhood.
- ☐ Hosing your roof down is dangerous and ineffective. Clean your gutters and blow leaves away from house instead (only if time allows).
- ☐ Back your car into the driveway so it is facing out, with vehicle loaded and all doors and windows closed.
- ☐ Unlock and prop open fence and side gates.
- ☐ Place ladder(s) at the corner(s) of structures for firefighters.
- ☐ Seal attic and ground vents with pre-cut plywood or metal covers.
- ☐ Patrol your property and monitor the fire situation.
- ☐ Don't wait for an evacuation order if you feel threatened.
- ☐ Check on or call neighbors and make sure they are aware and preparing to leave.
- ☐ Assist elderly or disabled neighbors.
- ☐ Carpool to reduce traffic when evacuating!

## WILDFIRE & EMERGENCY "GO KIT"

Put together an emergency supply kit in advance and keep it easily accessible. Plan to be away from your home for an extended period of time. Each person should have their own Go Kit. Backpacks work great for storing these items.

- |  |  |
|--|--|
| <input type="checkbox"/> Bandana, N95 respirator, goggles, leather gloves    | <input type="checkbox"/> Copies of important docs (birth certificates, passports, insurance policies, etc) |
| <input type="checkbox"/> Water bottles and food                              | <input type="checkbox"/> Pet food and water, leashes, pet supplies and medications                         |
| <input type="checkbox"/> Map marked with two evacuation routes (if possible) | <input type="checkbox"/> Spare chargers for cell phones, laptops, etc.                                     |
| <input type="checkbox"/> Prescription medications                            | <input type="checkbox"/> Sanitation supplies   |
| <input type="checkbox"/> Change of clothing                                  |  |
| <input type="checkbox"/> Extra eyeglasses or contact lenses                  |  |
| <input type="checkbox"/> Extra set of car keys, credit cards, cash           | <b>Items to take only if time allows:</b>  |
| <input type="checkbox"/> First aid kit                                       | <input type="checkbox"/> Easily carried valuables  |
| <input type="checkbox"/> Flashlight and headlamp with spare batteries        | <input type="checkbox"/> Family photos and other irreplaceable items                                       |
| <input type="checkbox"/> Battery-powered radio and extra batteries           | <input type="checkbox"/> Personal computer and digital information backups on hard drives and/or disks     |





## Family Emergency Communication Plan

Write your family's name above

### Family Emergency Communication Plan

#### HOUSEHOLD INFORMATION

Home #: .....

Address: .....

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

Name: ..... Mobile #: .....

Other # or social media: ..... Email: .....

Important medical or other information: .....

#### SCHOOL, CHILDCARE, CAREGIVER, AND WORKPLACE EMERGENCY PLANS

Name: .....

Address: .....

Emergency/Hotline #: ..... Website: .....

Emergency Plan/Pick-Up: .....

Name: .....

Address: .....

Emergency/Hotline #: ..... Website: .....

Emergency Plan/Pick-Up: .....

Name: .....

Address: .....

Emergency/Hotline #: ..... Website: .....

Emergency Plan/Pick-Up: .....

Name: .....

Address: .....

Emergency/Hotline #: ..... Website: .....

Emergency Plan/Pick-Up: .....

#### IN CASE OF EMERGENCY (ICE) CONTACT

Name: ..... Mobile #: .....

Home #: ..... Email: .....

Address: .....

#### OUT-OF-TOWN CONTACT

Name: ..... Mobile #: .....

Home #: ..... Email: .....

Address: .....

#### EMERGENCY MEETING PLACES

Indoor: .....

Instructions: .....

Neighborhood: .....

Instructions: .....

Out-of-Neighborhood: .....

Address: .....

Instructions: .....

Out-of-Town: .....

Address: .....

Instructions: .....

#### IMPORTANT NUMBERS OR INFORMATION

Police: ..... Dial 911 or #: .....

Fire: ..... Dial 911 or #: .....

Poison Control: ..... #: .....

Doctor: ..... #: .....

Doctor: ..... #: .....

Pediatrician: ..... #: .....

Dentist: ..... #: .....

Medical Insurance: ..... #: .....

Policy #: .....

Medical Insurance: ..... #: .....

Policy #: .....

Hospital/Clinic: ..... #: .....

Pharmacy: ..... #: .....

Homeowner/Rental Insurance: ..... #: .....

Policy #: .....

Flood Insurance: ..... #: .....

Policy #: .....

Veterinarian: ..... #: .....

Kennel: ..... #: .....

Electric Company: ..... #: .....

Gas Company: ..... #: .....

Water Company: ..... #: .....

Alternate/Accessible Transportation: ..... #: .....

Other: .....



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## **Emergency Communication Systems**

### **School Messenger**

Nicasio School uses an emergency communication system, School Messenger, to communicate with families in the event of an emergency. This system allows communication via phone call, email, and text message. We will conduct our annual test of this system in October. Please be sure your contact information is up to date in the main office.

### **Alert Marin**

Alert Marin is an emergency communication system from the Marin County Sheriff's Office. Follow this link to register for alerts:

<https://www.marinsheriff.org/services/emergency-services/alert-marin>

### **Nixle**

Nixle is an emergency communication system for residents of an area (determined by zip code) that will immediately notify users during emergency incidents. To register, visit:

<http://www.nixle.com/>

### **Twitter**

Follow organizations such as Marin County Sheriff (@MarinSheriff), CHP Marin (@CHPMarin), and The West Marin Feed (@WestMarinFeed) for up-to-date information during an emergency.