

Fall 2011

## EMERGENCY PREPAREDNESS

Dear Greenwood Families,

An emergency preparedness plan is in place at Greenwood School in the event of a catastrophe (fire, earthquake, flood, etc.). Please ensure that your child's emergency forms are filled out completely prior to school starting. We hope that there is never a real emergency, however, the better prepared we are, the more at ease the children will be.

Please prepare a comfort bag for your child to use, should an emergency arise. It is important that we keep the children calm and quiet. If we need to stay in the building for an extended period of time, it will be nice for your child to have something personal available. Here is a list of things that you should put into **a one-gallon size Ziploc bag and label the bag with your child's name and grade.** Greenwood School has food and water stored to accommodate all of the children. In addition, our school gymnasium is used by the Red Cross as one of their disaster relief centers.

### **The bag should include:**

- A drink (water or juice box that will keep fresh for a long time)
- Three power bars or similar edible items
- A photo of you/family/pet
- An earthquake blanket (silver foil blanket comes folded in small pouch) – available at REI
- A small game or doll
- A pencil/folded paper/small notebook
- Small flashlight with batteries installed

During the first week of school, please give the comfort bag to your child's main lesson teacher. **If your child is a returning student, please simply bring a new drink and edible items in a labeled bag.** If you have any questions please ask so that we can have everything ready as soon as possible.

Sincerely,  
***Greenwood School Office***

**IMPORTANT INFORMATION REGARDING SPECIAL MEDICATIONS:** If your child has regular medications, you need to provide a three-day supply with dosage and frequency instructions to be stored with our emergency supplies. Please put in a separate Ziploc storage bag, label with child's name and deliver to the school office.

*Admin/GWS/emergency/comfort*