

Farnham School is committed to a safe environment for all children.

We support:

- Building a sense of community and belonging where every child feels included and valued.
- Teaching children positive social skills and attitudes including resolving conflicts without violence.
- Responding appropriately to emergencies and disasters to keep children safe.
- An environment that is free of physical and verbal harassment of any kind, including teasing and bullying.

Cambrian School District  
**Farnham Elementary School**  
15711 Woodard Road  
San Jose, CA 95124  
Phone: (408) 377-3321  
Fax: (408) 377-7237  
<http://www.cambriansd.org/farnham/>

## Farnham's Safety Plan for Emergencies and Disasters

School safety is an issue that weighs heavily on every parent's mind. Rest assured that your children are safe and Farnham School is prepared in the event of an emergency or disaster.

Farnham School has a well developed emergency plan which is based on our district and state safety guidelines. The staff and school committees meet regularly to fine tune and continually evaluate the effectiveness of our procedures. We implement a protocol called Incident Command System (ICS) that allows us to respond and adapt to a number of emergency situations. We consult regularly with law enforcement and emergency officials regarding best practices. We practice a variety of drills several times a year including fire evacuation, lockdown, shelter-in-place, and earthquake.

In the event of an emergency, every staff member becomes a Disaster Service Worker and will fall under the direction of the Coordinator of Emergency Services. Staff members will remain on campus until every child is safely reunited only with a parent, guardian or designated adult registered on his/her disaster card.



## SAFETY FIRST AT FARNHAM SCHOOL

Things you should remember:

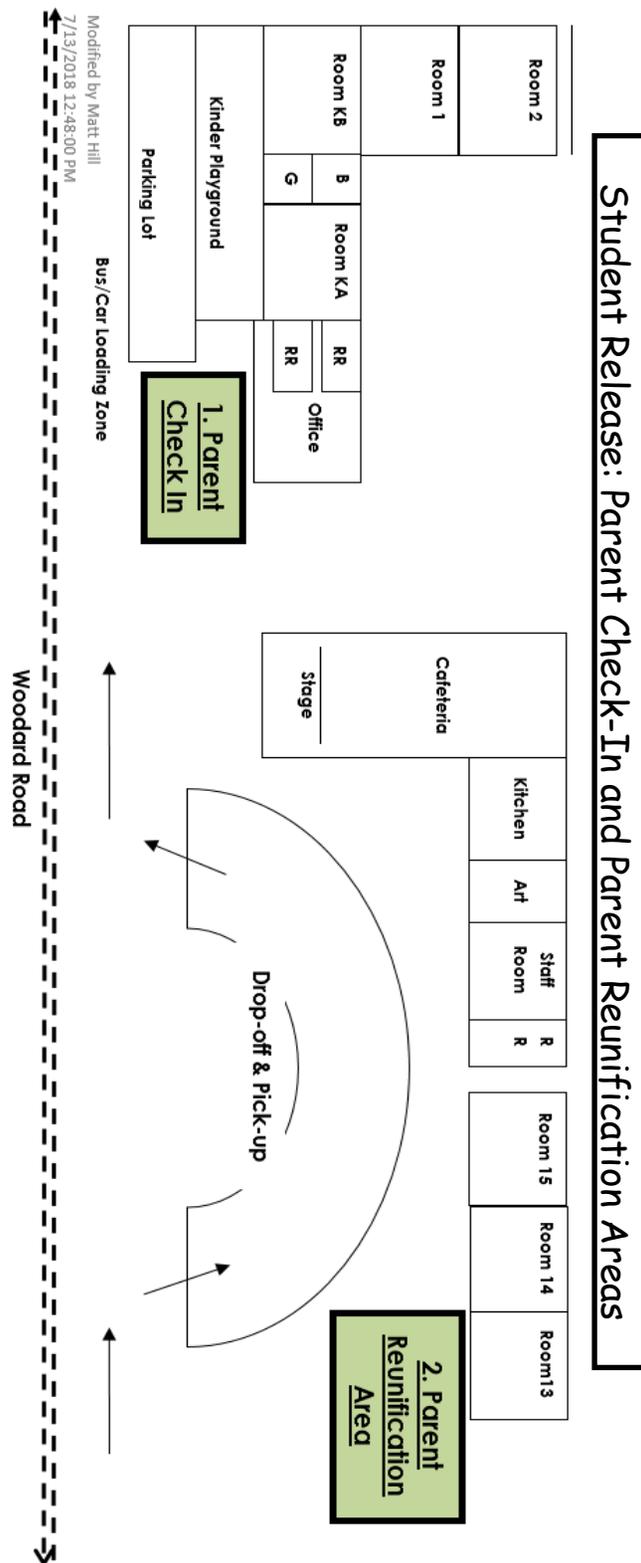
1. Always check in and out of the office.
2. Wear your visitor's or volunteer badge at all times when walking through campus.
3. Update your child's emergency and disaster card.
4. Remember that you must show picture identification when picking up a student.
5. Become familiar with the student release process.

## Student Release Process

In the event of a lengthy disaster, it is vital that parents follow our student release process. Parents need to trust that the safe return of all Farnham children is our first priority.

Once it has been determined to be safe to do so, parents will receive a request to pick their child up. To further ensure student safety, parents will be required to present identification in a two-step reunification process—students can only be released to persons listed as the child's guardian or as an emergency contact. **Upon arrival to the site, please follow these steps:**

1. Please follow staff/volunteer directions upon arrival. During a Student Release, students are safely supervised in the Evacuation Area. So remaining calm and cooperative will ensure everyone's safety.
2. **Check in at the Parent Check-in Area directly adjacent to the office and TK/K gate.** You will be asked to present identification.
3. Staff will place a request to have your child brought to the *Parent Reunification Area*.
4. **After checking in, please proceed to the Parent Reunification Area**, located at the right, front gate at the right, front corner of the school nearest Union Av. (The right, front corner of the school as you are facing the school.)
5. Your child will be released to you. Students will not be released unless parents/guardians have checked in at the Parent Check-in Area first.



## What Can Parents Do To Help?

**Before and After School**—In order to ensure your children arrive and leave school safely it is important that parents are timely in their drop-off and pick-up each day. Students who arrive too early in the morning or picked up late in the afternoon are not properly supervised. Supervision is available 15 minutes before school **ONLY**. Students are expected to be picked up at dismissal time.

**Visitors/Volunteers**—It is mandatory that parents and visitors check in with the office every time they are on campus. Parents will sign in and receive a badge. They must sign out and return the badge when leaving the campus.

**Lockdowns**— parents are asked to remain calm as school and local authorities manage the situation. Upon the initiation of a lockdown, district personnel will notify parents via phone, text, and/or email. Students will not be allowed to leave the site until recommended by the appropriate authorities. Upon being notified of a lockdown, please do not approach the site until you have been notified it is safe to do so by district personnel or local authorities.

**Communication**—Our ability to communicate in a timely manner with you is critical. Please ensure that your email address and telephone number(s) are always up to date in the district records.