



EMERGENCY MINIMUM DAY PROCEDURES

An emergency minimum day is defined as a day on which students will be dismissed early due to any of the following emergencies:

1. Power outage of at least 90 minutes
2. Flood *
3. Fire
4. Earthquake
5. Gas leak
6. Any other health-threatening situation

If the Superintendent declares an emergency minimum day the following procedure will be implemented:

1. District Office will be responsible to notify radio stations.
2. Parents will be contacted by phone and/or e-mail
3. Buses will take students home.
4. All 6 -12th grade bus students will be allowed to get off the bus.
5. All K-5 grade students must be released to the custody of an adult (18 years or older), or a family member who is at least in 6th grade.
6. Any K-5 grade student who cannot be left with a responsible adult or appropriate family member will be brought back to school and remain there until a parent picks him/her up.

***Regarding the Garcia River and flooding**

- If the district is notified by 7:00 a.m. of the closure of Highway 1 at the Garcia River, the district will use a "Storm Day" and school will be canceled for all students. Parents will be notified of this via a *One Call Now* phone message, and radio stations will also be notified.
- If the district is notified of the closure after school has started, students and staff who live north of the Garcia River will be sent home, but school will remain open for all other staff and students, and the normal bell and bus schedules will be followed.

These guidelines ensure a minimum number of problems on an emergency minimum day. Please understand the first priority is the safety of the students.