



Plumas Lake Elementary School District

Each student will reach their fullest potential as we strive for district excellence through sound leadership, effective communication, accountability, and investment in our staff.

- *Cobblestone Elementary (K-5)*
- *Rio Del Oro Elementary (K-5)*
- *Riverside Meadows Intermediate (6-8)*

February 17, 2017

Dear Parents,

We are looking forward to having your students back in school and getting into the routines that make us so successful. At this point, we are planning to reopen our schools on Tuesday, February 21. We know routines are important for students to feel safe and comfortable. I wanted to give you information about our plans to reopen school on Tuesday and the emergency plans we have in place.

First, we will have a normal school schedule on Tuesday. Principals will meet with all site staff before school to make sure everyone understands the plan for the day and our safety procedures. Teachers will ensure that your children feel safe and comfortable as they begin classes and will provide time for students to process their experience evacuating. Teachers will get back into the normal routines of the classroom and back to teaching and learning as quickly as possible. We know that structure and routines are comforting in times of stress.

Second, I want to assure you that we have planned for many different emergency situations. One of the drills that we have run at the county level was an Oroville Dam failure. The Yuba County Office of Emergency Services has made models and plans for exactly this type of emergency. We would be informed of the situation, we would be given a time frame, an expectation of how much water could be expected in Plumas Lake and we would be given an evacuation point. The models show that the District Office and the Amphitheater would both be safe evacuation sites for our students.

In case of an evacuation, the following outlines our action plan:

In the event of an emergency, our entire staff becomes emergency workers and will remain with students. Should we ever need to utilize our evacuation plan your children remain our top priority. We would move students to the cafeterias of each site and the District will begin to mobilize not only our own buses but buses from neighboring districts. We would then begin communicating with you as parents about our plans and how you can reunite with your children

Please understand that our very first concern is the safety of your child!!! When we begin to reunite you with your children, we will need to do it in an orderly fashion so that we can track students. Parents or designated adults will present identification and sign their child out. We can not allow parents to rush in and get their children. Only people on the emergency cards will be able to pick up your child

We would then begin to evacuate students to the nearest safe evacuation point. Once they are at the evacuation point, most likely the District Office initially, we would again begin reuniting parents and students following the procedure used at school sites. We will provide parents updates continuously through our communication systems. We are confident in our plans to keep your children safe!

Here are some things that you can do to help keep our students safe.

- 1) Ensure that your student's emergency information is correct. Through our Parent Portal (Middle School parents already have access to the portal to see grades) you can **update your phone numbers, emails, and emergency contact information**. We are attempting to send an email to every TK-5th grade parent today or over the weekend to give you your access codes to get onto the system.
- 2) Make sure you have a family plan. Who is picking up the kids, how you are going to communicate, and what is your backup plan.
- 3) In the event of an emergency, we request you follow all communication instructions. Please drive safely. Act calmly. The calmer the adults are in any emergency situation the calmer and less traumatized children will be.

Thank you very much for trusting us with your students safety. We are confident that we are prepared for multiple emergencies. I believe that the teachers, staff members and administrators in Plumas Lake are some of the best in our profession. The love and concern they have for your children is evident everyday. Thank you for being part of the Plumas Lake school community.

Sincerely,

Jeff Roberts Ed.D.
Superintendent
Plumas Lake Elementary School District