

September 11, 2003

Dear Parents:

Topanga residents are aware that fire, flood and land movement are very real possibilities here in the Canyon. While these events are beyond our control, preparation for dealing with them is not.

The basic policy of the school district is that during an emergency all pupils will remain at school. It is conceivable, however, that during an emergency the risks to pupils remaining at the school are greater than the risks of moving them to another site. When students are moved to another site, uniting them with their families can be a major problem.

An EMERGENCY TAG has been developed which will be used in the event Topanga school pupils have to be evacuated. This tag is to contain emergency information necessary to identify a pupil and to release that pupil to parents or parent-designated adults. The child will not be released to persons whose names are not on the tag, even if they claim to be relatives or neighbors.

Every student at Topanga School is to have an emergency card and an emergency tag containing the same information. The tags are kept in the classroom for the teacher's use in the event of an emergency/evacuation. The cards are used in the office on a daily basis, i.e., to call when your child is ill, calls from teachers, counselors, etc.

If no one can be reached to pick up a child, or if the child does not have an emergency tag, he/she will be cared for at the site until the parents arrive, or until evacuated by the proper authorities - Sheriff, Fire Department, Red Cross, etc.

Please complete and return the EMERGENCY TAG attached to this letter. The tag is to be returned to your child's teacher tomorrow. Delay is a luxury we cannot afford.

Sincerely,

Liam Joyce
Principal