

Date: August 2006
To: Convent & Stuart Hall Families
From: Pamela Hayes, Director of Schools

EMERGENCY PROCEDURES

In the unlikely event that the school must close due to an emergency, we have established the following procedures:

1. Students and employees will gather in the safest place, most likely on Broadway in front of the Flood Mansion or in their respective schools. Stuart Hall High School students and employees will gather on Octavia St. in front of school or in a safe area of the school building.

2. All families will be contacted by phone by a representative from the Parents' Association.

3. No student will be allowed to leave campus unless one of these three criteria are met:

- the student's parent comes to pick her/him up and signs off with a designated School representative.
- the parent gives explicit permission on the school emergency card for their child to go home by another method.
- the parent authorizes the student to go home by another method, through a phone conversation with a School representative.

4. In the event that phone service is interrupted and the School is unable to make contact by phone, no student will be allowed to leave unless picked up in person by an authorized adult.

5. The School has sufficient supplies on hand to take care of basic needs for 24 hours.

Please contact these Administrators if you have any questions or concerns:

Convent of the Sacred Heart Elementary School Office	Anne Wachter, rscj 415-292-3136
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Stuart Hall for Boys Office	Jaime Dominguez 415-292-3144
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Convent of the Sacred Heart High School Office	Doug Grant 415-292-3122
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Stuart Hall High School Office	Gordon Sharafinski 415-345-5811
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Our primary concern is the safety of our community, and to that end we have the structures in place to keep us confident, secure and prepared.