

Mission Lutheran School

24360 Yosemite Road

Laguna Niguel, CA 92677

949-643-8311 Cathy Estanislau, Director

October 1, 2014

MEMO: Regarding MLS Emergency procedures

To all MLS Parents;

In the event of an emergency we want to reassure our parents that we have checked and rechecked our emergency supplies and procedures. We have first aid, food, and water supplies for 3 days. Each staff member has been assigned a specific job or task in case an emergency situation should take place. If our phone lines go down or are interrupted please call our emergency cell phone at **949-945-3852**.

We **ONLY** use this number when our phones are **NOT** working. Please keep this number in your cell phone.

We ask that *YOU* make sure your emergency information is **always up to date**. (*We will not release a child to anyone that has not been authorized by the parent in writing*). Earthquake kits should have already been handed in to your classroom teacher. If not, now is the time. (Please include a personal note from you.)

When you read or hear that Mission Lutheran School has a "closed" campus policy, it means that the doors and gates are only open at drop off and pick up times. If you are dropping off early or late, or coming to visit or volunteer, you must come through the school office first to gain entrance to any classroom. We have already had our first fire and earthquake drills and will be having a "safe and sound" in the near future.

We will **ONLY** leave the school premises in case of fire; otherwise we will remain on campus. Our off-site location, if needed, is:

Laguna Niguel Regional Park

28241 La Paz Road, Laguna Niguel

(Entrance located on La Paz Rd/ at the play structure).

Please have your child picked up, but only if it is safe. If this is not possible please **DO NOT WORRY!** Our first priority is the safety and well-being of your children. We will keep the atmosphere positive and upbeat and continue to do school activities like music, art, and story time.

We pray that our supplies are never needed and that God will protect us
and keep us from harm. Our God is an awesome God!

JEREMIAH 29:11 "FOR I KNOW THE PLANS I HAVE FOR YOU, SAYS THE LORD. THEY ARE
PLANS FOR GOOD AND NOT FOR EVIL, TO GIVE YOU A FUTURE AND A HOPE!"

May God bless you and keep your heart at peace,

Cathy and Staff