

# Mill Valley School District Emergency Communication Protocols

**In the event of an emergency,  
please monitor the following:**

- **Website Pop-Up Alert:** Displays if schools are open or closed.
- **ParentSquare Alert:** Sends an instant message to your preferred contact method with guidance on how to proceed.
- **ParentSquare Email:** Sends a message to all district families.
- **Ongoing Updates:** Information is posted on the website (pop-up) and through ParentSquare as new details emerge.
- **Debrief:** After the event, a debrief document will be posted on the website, with updates in ParentSquare and the Family Newsletter.



# Mill Valley School District Parent Guidance for Emergencies

- Please do NOT call our schools or come to campus, as our phone lines and street access are needed for emergency response and communications
- Monitor ParentSquare for updates and information about pick up time and location
- In an earthquake or major emergency students will remain with school staff until picked up by parents/guardians, or listed emergency contacts, at the locations listed below.
- If students are evacuated, ParentSquare will update parents with their new location
- Remember to update your contact info annually during the “data verification” process in August.
- Please identify at least ONE emergency contact within the 94941 zip code
- Bring ID to pick up your child - no exceptions

## Student Pick-Up Locations:

- Edna Maguire: Blacktop play area
- Middle School: Basketball courts
- Old Mill: Lovell entrance
- Park: Catalpa Street entrance
- Strawberry Point: East Strawberry Drive entrance
- Tamalpais Valley: Next to library

