



2009~2010
Emergency
Preparedness
Plan

St. Matthew' Episcopal School

September 16, 2009

Dear SMES Parents,

Attached is the 2009-2010 SMES Emergency Preparedness Plan to be used in cases of emergency. Please keep this information with your important documents and take it with you for reference during evacuations.

Last year when we evacuated for Hurricane Gustav, we tried to communicate with parents via the email and through our school website – www.stmattshouma.org. Due to the fact that our server was down, we were unable to have efficient communication with all parents. We have created multiple websites and will post the same information on all 3 websites as a communication tool for parents. You should be able to access the websites from any hotel, public library or coffee/bookstore that has free internet service.

We have incorporated a backup email for 5 employees (Cheryl Matherne, Donnell Louviere, Larke Leonard, Nita Gros and Lori Liner) and should be able to access these emails from the webmail account no matter where we evacuate to. We would be able to send and receive messages as usual using this backup. We also can use the alternate email through gmail.com, which was successful last year.

We are also implementing a “Class Phone Tree”. Room moms and co-room moms will be notified via text message from the administration regarding emergency information. An example of the message would be:

SMES EMERGENCY MESSAGE. No school tomorrow due to Tropical Storm. See website for more info.

Please give your cell phone number to your class room mom to insure that you will be contacted via a cell phone text message during emergencies and evacuations.

If you have any questions regarding this plan, please feel free to contact me at 985-872-5573 or donnell.louviere@stmattshouma.org. We are prayerful that we won't have to put this plan in action!

Warmest regards,

Donnell Louviere
Administrative Asst.

SMES Emergency Preparedness Plan Information 2009-2010

Communication during any disaster will primarily be through the Internet. The main website, Google Groups and Facebook will be updated at a minimum of once a day. The sites will be updated by one of the disaster coordinators – listed below.

Disaster Coordinators

- Cheryl Matherne
- Donnell Louviere
- Larke Leonard
- Laura Brewer
- Jutta Bourgeois

Websites

To pass along information about the school:

Main website: <http://www.stmattshouma.org/school>

Google Groups: <http://groups.google.com/group/stmattshouma>

Google Groups is view only. Membership is not required.

Facebook Page: <http://www.facebook.com/pages/Houma-LA/St-Matthews-Episcopal-School-Houma/115526283309?ref=nf>

User does not have to become a member of Facebook to view this page. Facebook users can become fans.

E-Mail

The following have backup e-mail.

Cheryl Matherne's e-mail: cheryl.matherne@stmattshouma.org

Donnell Louviere's e-mail: donnell.louviere@stmattshouma.org

Larke Leonard's e-mail: larke.leonard@stmattshouma.org

Nita Gros' e-mail: nita.gros@stmattshouma.org

Lori Liner's e-mail: lori.liner@stmattshouma.org

The alternative school e-mail is: stmattshouma@gmail.com