

## **Emergency Letter to Parents**

**Dear Parents:**

**Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that St. James Parochial School has made preparations to respond effectively to such situations.**

**Should we have a major disaster during school hours, your student (s) will be cared for at the school. Our School System has a detailed Comprehensive Safety Plan, which has been formulated to respond to a major catastrophe. Your cooperation is necessary in any emergency, for both the safety of faculty and students, and the expedient reunification with your child.**

- 1. Do not telephone the school. Telephone lines maybe needed for emergency communication.**
- 2. Do not go to the school, or evacuation site, until notified to do so.**
- 3. In the event of a serious emergency, students will be kept at their school, or evacuated to an alternate site. Only a responsible adult, who has been identified as such on a School System Emergency Card, will be permitted to pick up a student. All faculty members and administration have a binder with the current information needed in a crisis situation.**
- 4. Turn your radio, television, and Internet sites for emergency information. If electrical service is not affected, the information will be relayed via the School System website: [www.stjamesdanielson.org](http://www.stjamesdanielson.org).**
- 5. Impress upon your children the need for them to follow directions of any school personnel in times of an emergency. Students will be released only to parents, and persons identified on the School Emergency Card. We ask that you be patient and understanding with the student release process. Please instruct your student to remain with school personnel until you, or a designee, arrives. During an extreme emergency, students will be released at a designated site located on school campus which will be our church basement or church.**

**Planning ahead will help alleviate concern during emergencies. If you have any questions or concerns, please call the main office 860-774-3281.**

**Sincerely,**

**Linda Marie Joyal/Principal**