GREENWICH PUBLIC SCHOOLS

PARKWAY SCHOOL

MS. MARY T. GRANDVILLE
Principal

August 19, 2022

Dear Parkway School Parents,

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the Greenwich Public Schools have 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 Parkway School. We have a detailed emergency operations plan that has been formulated to respond to all hazards.

Your cooperation is necessary in any emergency and I ask that you read and follow the district's safety procedures described below:

1. **Do not come to school or telephone our school**. Roads may be blocked/closed off. Emergency responders need clear access. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.

2. If students are to be kept at school, information will be relayed via Parentlink. Information regarding day-to-day school operations will also be communicated through Parentlink's notification system, which will contact you both by email and by telephone.

3. In prolonged events, our students will only be released to parents, an official guardian, or an authorized responsible adult. Authorized adults are identified as emergency contacts that you provided us when you registered your child at Parkway. Please be sure your emergency contact information is up to date and consider the following criteria when you authorize another person to pick up your child at school. He or she should:

- Be 18 years of age or older
- Usually be at home during the day
- Be known to your child
- Be aware, and able to assume this responsibility
- Have a valid form of identification with a photograph

4. Impress upon your child(ren) that he/she must follow the directions of any school personnel in times of an emergency.

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5. Students will only be released to parents, guardians and persons identified as Emergency Contacts. During an extreme emergency, students will be released at a designated reunion location. Please be patient and understanding with the student release process. Please instruct your child to remain at the release or re-unification location until you or a designee arrives.

6. When the dangerous incident has subsided, an all-clear signal will be given. Please discuss these matters with your immediate family. Advanced planning will help alleviate concerns during emergencies.

Thank you in advance for your help.

Sincerely,

Mary Grandville

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