

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 we have prepared to respond effectively to such situations.

Should we have a **major** disaster during school hours, your student(s) will be cared for at school. We have a detailed disaster plan which has been formulated to respond to a major emergency.

Your cooperation is necessary in any emergency.

1. Turn your radio to 930 AM and TV Channels 2, 4 and 7 for emergency announcements. If students are to be kept at school, these stations will be notified.
2. In the event of a serious emergency, students will be kept at Westminster until they are picked up by an identified, responsible adult who has been listed as such on the WCCS Emergency Information form that is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
 - He/she is 18 years of age or older.
 - He/she is usually home during the day.
 - He/she could walk to school, if necessary.
 - He/she is known to your child.
 - He/she is both aware and able to assume this responsibility.

3. Please understand that if you telephone the school, the lines may be busy for an extended period of time. Important announcements will be made on the local television and radio stations.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

If an Early Dismissal is necessary, students will be released only to parents and persons identified on the WCCS Emergency Information form. During an extreme emergency, students will be released at designated doors. Parents should become familiar with the School Emergency Response Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in-place protection. All students and staff will report to their rooms, and all efforts will be made to prevent outside air from entering classrooms during the emergency. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concern during emergencies.

Sincerely,

Robert Ross
Principal