

PARKWAY SCHOOL
141 Lower Cross Road
Greenwich, Connecticut 06831
203/869-7466
mary_grandville@greenwich.k12.ct.us

September 2020

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 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 the school or telephone the 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
 - Typically be at home during the day
 - Be known to your child
 - Be aware, and able to assume this responsibility
 - Have some valid form of photo identification

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.
5. Students will be released only to parents, guardians, and persons identified as Emergency Contacts. During an extreme emergency, students will be released at the designated reunion location if necessary. Please be patient and understanding with the student release process. Please instruct your student 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. Planning will help alleviate concerns during emergencies.

Thank you in advance for your help.

Sincerely,

Mary Grandville
Principal