



GREENWICH PUBLIC SCHOOLS

PARKWAY SCHOOL

Ms. Mary T. Grandville
Principal

Mr. Matthew Cerruto
Assistant Principal

8/19/2023

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 this school. Our School District has a detailed emergency operations plan that has been formulated to respond to all hazards.

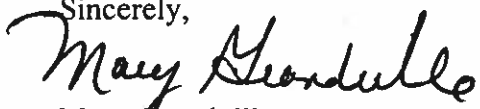
Your cooperation is necessary in any emergency.

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 be through Parentlink notification system covering email, telephone, and text.
3. In prolonged events, 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/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 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 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 concern during emergencies.

Thank you for your attention to this important information.

Sincerely,

A handwritten signature in black ink that reads "Mary Grandville". The signature is written in a cursive style with a large, looping initial "M".

Mary Grandville