



**COOPERATIVE
EDUCATIONAL
S E R V I C E S**

Charles Dumais, Ed.D.
Executive Director

Christopher La Belle
Associate Executive Director

Lori A. Elliott, Ed.D.
*Director of Professional
Development Services*

Ivelisse Guzmán
*Director
School Readiness*

Michael McGrath, Ph.D.
*Director of
Special Education*

Anna Nelmes-Stoughton
*Principal
Six to Six Magnet School*

Eric B. Nyquist
*Principal
Regional Center
for the Arts/Open
Choice Coordinator*

Margaret M. Sullivan
*Director of Finance
and Operations*

Should we have a major disaster during school hours, your student(s) will be cared for at this school. Our Agency has a detailed emergency operations plan which has been formulated to respond to all hazards.

Your cooperation is essential in any emergency.

1. Please do not come to the school or telephone the school. Telephone lines may be needed for emergency communication. You will be notified of a reunification location, if necessary.

2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the school emergency card which 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 (not an employee) 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. Turn on your radio for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via email. In addition, information regarding day-to-day school operations will be available by calling the C.E.S. Administrative Office at 203-365-8827. We also use an emergency notification system known as Blackboard Connect for this purpose.

4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency. Students will be released only to parents and persons identified on the Agency Emergency Card. During an extreme emergency, students will be released at designated reunion locations on the school campus or elsewhere if necessary.

Please be patient and understanding with the student release process. Please instruct your student to remain at school until you or your designee arrives. Because local telephone service may be disrupted, also

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list an out-of-State contact on the emergency card, as calls may still be made out of the area while incoming calls are affected.

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.

Thank you and we look forward to a successful school year.

Best regards,

Charles Dumais, Ed.D.
Executive Director