

Dear Parents and Guardians;

I am writing to inform you that our school will be implementing protocols that will focus on emergency preparedness in our school. This protocol has been developed in consultation with the Erie County Sherriff's Department. General McLane takes pride in its collaborative partnership with law enforcement.

Our school currently has procedures for emergencies. Drills are conducted throughout the year to prepare our staff and students, and make improvements in emergency planning. Under the General McLane Response Protocol, our school will be conducting drills designed to help prepare all school communities for these different types of response to emergencies that may occur: evacuation, shelter, and lockdown.

Training has been ongoing in our schools and will continue for staff and students throughout the school year. This training is designed to be age appropriate and to ensure that students understand the importance of these drills without causing unnecessary alarm.

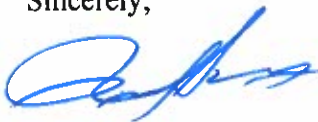
The district is also developed a Reunification plan. This plan is designed to help parents and their children reunite as quickly and efficiently as possible following an emergency. Please review the Standard Reunification Method attached, and discus these procedures with your child.

General McLane will host a district-wide parent orientation on the reunification procedures and other pertinent safety information in the General McLane High School Auditorium on Tuesday, September 25 at 7 p.m.

You are encouraged to take advantage of the many resources that are available to keep families informed if there is an emergency at a school. All families are reminded to update their Emergency Contacts within PowerSchool (secondary students) or with the Office Secretary (elementary students) during the course of the school year if there are any changes. This includes providing information indicating phone numbers, and the names of adults to whom the school may release children in an emergency.

Please know that your child's safety is our number one priority and that we will take all precautions to keep students safe.

Sincerely,



Richard Scaletta

Superintendent of Schools



standard reunification method™

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: *"The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."*

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

Reunification Information (PLEASE PRINT CLEARLY)
Have photo identification out and ready to show school district personnel.

Student Name _____
Student Grade _____ Student Cell Phone Number _____
Name of person picking up student _____
Signature _____
Phone number of person picking up student _____
Relationship to student being picked up _____
Photo Identification matches name of person picking up student? Y or N _____

Print Student Name Again _____
Student Grade _____ School personnel completes upon release of student.
Student ID Number _____
Student Birthday _____

How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification Cards

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification "Check In" area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

