



FOX CHAPEL AREA SCHOOL DISTRICT

"Excellence is not an act, but a habit." – Aristotle

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To the Parent(s)/Guardian(s) of:

This letter is to assure you of our concern for the safety and welfare of students. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective responses.

Type of Protective Response

- | | |
|-----------------------------|---|
| <i>Immediate evacuation</i> | Students are evacuated to a safe area on the school grounds in the event of a fire, etc. |
| <i>Modified operation</i> | May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations. |
| <i>In-place sheltering</i> | Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. |
| <i>Evacuation</i> | Total evacuation of the campus may become necessary if the school is in an endangered area. In this case, students may be taken to another school outside of the endangered area ("host" facility). |

Additionally, if your residence is in a disaster area and the school is not, your children will be cared for in their regular school location until the danger has subsided, or until you or your authorized designee can reach the school.

Please listen to ***KDKA (1020AM), KOV (1410 AM), WTAE-TV, KDKA-TV WPXI-TV*** for announcements relating any of the emergency actions listed above. Additionally, information concerning school closings will be recorded on our district's information line at 412-967-2500, and the district's web site at www.fcasd.edu whenever there are school delays, cancellations, or early dismissals.

We ask that you refrain from calling the school during the emergency. This will keep telephone lines open so that campus administrators will be able to make emergency calls and relay information to the media.

The media will advise you when and where to report to regain custody of students. This will avoid traffic congestion that may impede the response of emergency vehicles and threaten the safety of students and staff.

You will need to do the following when reporting to the designated student release area:

- produce a photo identifying yourself as the authorized person designated at the beginning of the school year to pick up the student.
- be prepared to sign a student release form.

The form designating persons to pick up your student is included with this letter for you to complete and have returned to the school immediately. This form will be used for ALL INSTANCES when your student is released from the school. Please ensure that only those persons you list on the form attempt to pick up your student.

In the event your student has a personal means of transportation at school at the time of the emergency or evacuation, your consent is also required before the student will be permitted to leave with his/her own mode of transportation.

I specifically urge you **not** to telephone the school or attempt to make different arrangements during an event. This action will only create additional confusion and divert staff from their assigned emergency duties.

All instructions will be provided to the media for dissemination. Should the media be unable to operate because of power loss, etc, a route alerting system will be activated in your area.

Emergency conditions may also require that the school will have to close for a period of time. In that event, students may be required to complete assignments at home or at another location. You will be informed via the news media or neighborhood alerting system of procedures to be followed.

In order to assure the safety of our students and staff, and in an effort to assure the continuity of the educational process, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact your building principal.

Sincerely,

A handwritten signature in cursive script that reads "Gene Freeman".

Gene Freeman, Ed.D.
Superintendent

Enclosure



Fox Chapel Area School District
SCHOOL SAFETY PLAN
STUDENT PICK-UP AUTHORIZATION FORM
PLEASE PRINT CLEARLY

Student Name:	Grade:	School:

I, _____, authorize Fox Chapel Area School District to release my child (children) to the person(s) designated. This is in agreement with the Fox Chapel Area School District Emergency Operations Plan.

Please list designated custodian(s) name & relationship: Use back of form for additional designee(s).
 Parents and guardians should designate themselves as designated custodians. Friends, neighbors and other relatives may also be designated.

Name & Relationship	Phone number

Name & Relationship	Phone number

High School Only PLEASE CHECK BOX FOR USE OF PERSONAL MODE OF TRANSPORTATION
 In the event my child (children) has/have a personal mode of transportation at school when an emergency or evacuation occurs, I authorize him/her to use the personal mode of transportation for evacuation travel purposes and to transport other immediate family members if feasible.

My child (children) should be sent home as usual in the event of an early dismissal.

An alternative plan for early dismissal has been or will be discussed with my child (children) that does not include going home as usual. The plan is as follows:

This plan was discussed with my child (children).

Your Signature (Required)	Relationship	Date

 Print Name

 Address

(Home Phone) _____ (Work) _____ (Cell) _____

IF YOUR INSTRUCTIONS SHOULD CHANGE, PLEASE NOTIFY US IMMEDIATELY.