

Dear Parents/Guardians:

In the unfortunate event that an emergency or crisis situation occurs in our schools, we want to assure you that the district is prepared. With the help of our local fire, police and sheriff departments, we have designed a standardized school crisis plan that will assist us in effectively responding to these types of situations.

In an emergency or crisis situation, we need your cooperation and assistance and ask that you please follow the guidelines below:

**What we will do**

- Entrance to the school building and campus will be limited to emergency and school/district personnel only.
- An initial voice/email message will be sent to parents at the affected school through the district's alert message system. An alert message will also be sent to the primary number/email once the situation is resolved.
- A message will be taped on the district's information line: 630-636-INFO (4636).
- Parents will be informed of any evacuation, the location of the reunification site, and pick-up procedures.
- Throughout the year the district staff will continue to work in partnership with local fire and law enforcement officials to prepare, practice and perform—prepare for emergency situations, practice emergency drills, and perform our jobs as trained in order to keep children and employees safe.

**What you can do**

- While your natural instinct as a parent in an emergency is to go to your child's school to safeguard him/her, please understand that doing so may significantly impede our response capabilities as well as those of our local emergency responders. It is vital that school officials and the fire, police and sheriff departments have access to our buildings and school campuses to manage the situation and give care to students. If a parent happens to be on school grounds when a situation occurs, he/she will not be allowed to take his/her child off campus.
- Avoid calling the school or district for updates on the situation. It is imperative that phone lines remain open for emergency use.
- Avoid calling your child on his/her cell phone for information. Ringing phones and/or talking during certain lockdown situations can jeopardize the safety of your child and his/her classmates.
- Make sure to keep your email and primary phone numbers current with your school and our outreach email address ([connected@oswego308.org](mailto:connected@oswego308.org)) un-blocked by your email provider so if an emergency message is sent, you will receive it. Keep in mind that messages may be sent to the primary number at various times of day including 6 a.m. for many weather-related school closings, during the work day, or in the evening hours. Parents should choose their "primary" contact numbers accordingly.
- Visit the district website—[www.oswego308.org](http://www.oswego308.org)—or call the district's information line—630-636-INFO (4636)—for updated messages.
- If notified of a reunification site, please be sure to bring picture identification. We will only release students to their legal guardians, or the authorized individuals as listed on your child's emergency forms.
- Trust that we are prepared and dedicated to ensuring the safety of all our students and staff.

Enclosed you will find quick reference wallet cards with the above information for your use. We thank you for your cooperation in this matter. Our ultimate goal is to keep your children safe while they are in our care.

