



CHRISTIAN ACADEMY OF WESTERN NEW YORK

789 Gilmore Ave.
North Tonawanda, New York 14120
(716) 433-1652

Dear Parent/Guardian,

A top priority at CAWNY is to maintain a safe and orderly environment for everyone in our learning community. To do this, it is necessary to plan for several different emergency situations.

Our staff is developing a *School Emergency Response Plan*. Included in this plan will be procedures to follow for a building evacuation (e.g., fire, bomb threat, gas leak, etc.), a lockdown or lockout situation, and a plan to reunite parents with their children. We kindly ask that you take a few moments to read this letter to familiarize yourself with the **CAWNY's Reunification Plan**.

Although we hope that we never have to execute this plan, it is important that we are well prepared if it becomes necessary to do so. In the event that we need to evacuate the building, please **do not enter school grounds or call the school**. Refraining from doing so will keep everyone safer, including yourself, and will help to keep the phone lines open for crucial communication. **Information will be provided by an Administrator via a text alert** (school-wide messaging system). The information you provide to us on the *CAWNY Emergency Contact Information* form will be used in an evacuation/emergency situation. We will use the information found on those forms to contact the individuals listed in the case the *CAWNY Reunification Plan* is activated. **PLEASE NOTE: The individuals you list will be required to show proper photo identification.**

As a school, we are required to practice different types of drills throughout the year. These drills help to train faculty and students to do what is necessary during the unlikely event of an actual emergency. Although it may be difficult, it is very important that all adults (staff, parents, and emergency responders) remain calm during emergency situations.

Please take a few moments to review the attached information. If you do not already receive text alerts from the school, please contact the office to have your number added as this is an easy and efficient way for us to send a message to parents on a moment's notice. If you have any questions or concerns regarding the *CAWNY Reunification Plan*, please contact us at (716) 433-1652.

Sincerely,

Kirk Barnum, Administrator
Sandy Meyers, Business Administrator
Stephanie Gifford, Office Manager

PARENT AND CHILD REUNIFICATION PLAN

Purpose

The Reunification Annex details a safe and sure means of reuniting parents / guardians with their children in the event of an emergency.

Pre-designated Reunification Sites

On/Near Campus Location	Address	Contact Name and Number
Memorial Pool in Payne Park	848 Payne Ave. North Tonawanda, NY 14120	Kirk Barnum, Administrator (585) 735-6042

Off-Site Location	Address	Facility Contact Name and Number
Gratwick Hose Co. #6 Banquet Hall	110 Ward Rd. North Tonawanda, NY 14120	Bob Brennan, president (716) 863-2222
St. Matthew's Lutheran Church	875 Eggert Drive North Tonawanda, NY 14120	Michele Siegmann, secretary (716) 692-6862

Outline

If students must be sent home prior to the end of the school day due to an emergency, the following steps will take place:

Notification

Information will come from a school administrator via *text alert* (all call messaging system).

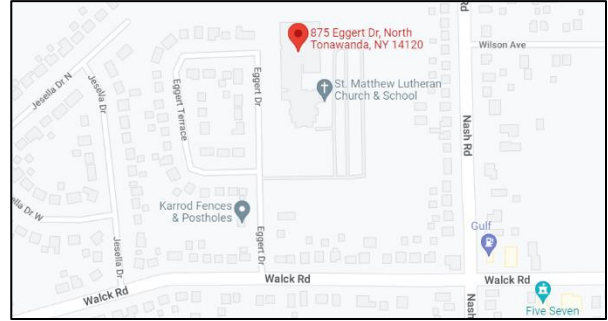
Student Pick-Up Locations

- On/near Campus
 - Memorial Park in Payne Park
848 Payne Ave., somewhat across from Franco's Pizza
- Off-campus
 - the Gratwick Fire Hose #6 Banquet Hall
110 Ward Rd.
North Tonawanda,

OR



- St. Matthew's Lutheran Church
875 Eggert Drive
North Tonawanda



Staff Assignments

Classroom Teacher or Designee will be directly responsible for their students. In the case of 6th-12th grade teachers, they will be responsible for the class that was with them when they evacuated from the building.

Staff Without Students. These staff will not be directly responsible for student supervision (office staff, kitchen staff, business manager, etc.) but will instead be assigned tasks to assist in setting up the area, supervising entrances, posting signs, assisting the traffic, manning the check-in stations, checking identification, and escorting children to their Parent/Guardian or authorized person(s).

Staff Procedures

1. Parent/Guardian receives notification from the School Administrator that the building must be evacuated, and children can ONLY be released to Parent/Guardian or authorized person(s), or to their district's bus driver if bussed.
2. Parent/Guardian or authorized person, or district bus arrives at site to pick up children.
3. Whether children are picked up by a Parent/Guardian or other authorized person (according to Emergency Contact Form), the driver must sign release form and wait patiently for children to be escorted to them. In addition, if children are picked up by someone other than a parent/guardian, the authorized driver must also **present proper identification**.
4. Designated staff members will escort children to the reunification area. Staff signs the form that children left with Parent/Guardian or authorized person(s) or with a district bus.
5. Staff will remain and assist, as appropriate, until all children are reunited with their Parent/Guardian or authorized person(s) or picked up by district bus.
6. Staff will convene (location to be determined) to debrief the situation and obtain information for next steps.