Successful Emergency Drill Tested
Parent/Student Reunification Procedures

April 29, 2013

Dear Parent/Guardian:

Geneva School District is extremely grateful to all of our staff members and community partners for bringing together a truly successful emergency drill on Friday.

Nearly 700 District staff members participated in the drill, along with representatives from the following agencies: the Kane County Office of Emergency Management, Geneva Police Department, Kane County Sheriff’s Office, Geneva Fire Department, Elburn and Countryside Fire Protection District, Tri-Com Central Dispatch, Delnor Hospital/Cadence Health, Geneva Park District, and Mid-Valley Special Education Cooperative.

The full-scale drill was of great value to our District, particularly the functional testing of a new part of the updated emergency response procedures: Parent/Student Reunification.

In some emergency situations, students may be relocated to another facility for safety. In such an instance, Geneva School District’s Emergency Response Plan now incorporates a systematic approach to reuniting students with their parents, a process which was tested on a large scale on Friday. The plan identifies nearly a dozen sites for Parent/Student Reunification throughout the area. Due to the unpredictable nature of any emergency, we will only be able to tell you where the Parent/Student Reunification Site is located at the time of the emergency. This will be communicated to you in one or all of the following ways:

- The District’s emergency notification system
- The District’s website, http://www.geneva304.org
- The 304Connects email distribution lists
- Local print media, as well as the following local TV/radio stations: WGN-AM (720), WBBM-AM (780), and CBS-TV (2), NBC-TV (5), ABC-TV (7), WGN-TV (9), FOX-TV, and CLTV cable

In order to ensure your student’s safety, it is necessary for us to establish some protocols related to picking up your student. Please understand that the reunification process can be time consuming so parents/guardians are urged to be patient. We will do everything we can to reunite you with your student as quickly and safely as possible. Therefore, please be advised of the following guidelines when picking up your student from a Parent/Student Reunification Site:

- Upon arrival, please report to the area designated as “Parent Report Point.” District Reunification Team members will greet you and provide you with a student release form.

- We will require that you present valid identification. This step is required to protect your child from any unauthorized individuals attempting to pick up him/her. The school will be receiving assistance from other schools or outside agencies and, therefore, may not know you.
• Students will only be released to you or an individual designated on the student's Emergency Information Card. **It is critical that the information and phone numbers on your student’s Emergency Information Card is current.** We will be using this information to contact you through the District’s emergency notification system with the evacuation process and location for picking up your student. Please call your school’s main office to update your information.

• **We will require that you sign for the release of your student.** This is extremely important as it is our only means of ensuring that all students are accounted for at all times. Please do not take your child from the reunification center without signing for his/her release.

We recognize that you may be worried and want to be reunited with your student as quickly as possible. However, this system has been established to ensure your child’s safety. You may be jeopardizing your child’s or another child’s safety by not adhering to these procedures.

Thank you for your ongoing cooperation and commitment to the safety of our students, staff, and visitors. Friday’s full-scale drill provided the invaluable opportunity to test our emergency response procedures. As we review our performance in the coming weeks and months, we will be able to adjust our plans where necessary to ensure they are as effective as possible in the event of a true emergency situation.

Sincerely,
Dr. Kent Mutchler, Superintendent of Schools