Dear Parents:

In the unfortunate event that an emergency or crisis situation occurs in our area during the school day, we want you to know the Queen of the Rosary Catholic School is prepared. With the help of the Elk Grove Village Fire and Police Departments, we have designed a Standardized School Crisis Plan that will assist us in effectively responding to these types of situations.

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 Police and Fire Departments have access to our building to manage the situation and give care to students. In addition, it may be necessary to evacuate students to another location if there is immediate danger.

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

* In the event of a crisis that requires an evacuation / relocation of students, contact (847) 437-0403 for information. In all other emergency situations, contact (847) 437-3322.
* Tune to major local television and radio stations for information on the situation and instructions on how to reunite with your child. In some emergency or crisis situations, it may be necessary to relocate to another facility for safety reasons. **Your designated reunification site is Queen of the Rosary Catholic Church located at 750 Elk Grove Boulevard in Elk Grove Village.**
* When you travel to the 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.

Enclosed you will find a 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 under our care.

Sincerely,

|  |  |  |
| --- | --- | --- |
| **Kathleen McGinn**  Principal  Queen of the Rosary School | **Charles Walsh**  Chief of Police  Elk Grove Village | **Richard J. Mikel**  Fire Chief  Elk Grove Village |

|  |  |
| --- | --- |
| **QUEEN OF THE ROSARY CATHOLIC SCHOOL**  **PARENT WALLET CARD**  *Parent Emergency Guidelines:*   * If students are evacuated/relocated call:   **847-437-0403**   * For all other emergencies call: **847-437-3322** * Your designated reunification site is:   **Queen of the Rosary Catholic Church 750 Elk Grove Boulevard, Elk Grove Village**   * **Bring a picture ID.** Students will only be released to legal guardians and/or emergency contacts. | **QUEEN OF THE ROSARY CATHOLIC SCHOOL**  **PARENT WALLET CARD**  *Parent Emergency Guidelines:*   * If students are evacuated/relocated call:   **847-437-0403**   * For all other emergencies call: **847-437-3322** * Your designated reunification site is:   **Queen of the Rosary Catholic Church 750 Elk Grove Boulevard, Elk Grove Village**   * **Bring a picture ID.** Students will only be released to legal guardians and/or emergency contacts. |