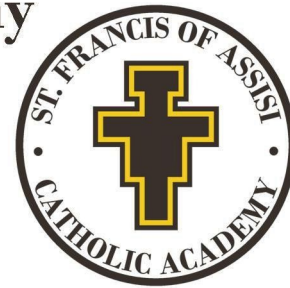


# St. Francis of Assisi Catholic Academy

21-18 46th Street • Astoria, NY 11105-1301  
Telephone: 718.726.9405 • Fax: 718.721.2577  
email: [info@sfaacademy.org](mailto:info@sfaacademy.org) • [www.sfaacademy.org](http://www.sfaacademy.org)



Dear Parents/Guardians,

We want you to be aware that this school has made many preparations to deal effectively with emergency situations that could occur in or around the school, both during the school day and during after-hours activities. While we hope that a natural disaster or other serious incident never occurs, our goal is to be prepared for any potential emergency. At all times, our first priority is to protect all students, staff members, and other visitors from harm.

In order for our emergency response plans to be effective, we depend on the cooperation and assistance of many people, such as the police and the fire department. We also depend on you, as parents and guardians, to support our disaster preparation and response efforts. Your cooperation is vital to helping us protect the safety and welfare of all children and school employees.

Therefore, we ask parents to observe the following procedures in the event of a school emergency.

1. Do not telephone the school. We understand and respect your concern, but it is essential that the telephone system is available for emergency communications.
2. Make sure that we have emergency contact information for each of your children at all times. We must be able to contact you or your designated representative in an emergency.
3. Check with news media for emergency announcements and status reports. You will also receive instructions on where you should go and how/when you may be able to pick up your children. Our school emergency plan includes evacuation procedures with several alternative destinations. When appropriate and safe, students may be released to their parents/guardians from these shelter locations. Under those circumstances, we will be prepared to implement procedures for confirming the identity of individuals who arrive to pick up each child. When arriving to pick up your children, please make sure you have a government-issued photo ID.
4. Do not come to the school or alternate destination until instructed to do so. It may be necessary to keep the streets and parking lots clear for emergency vehicles. If evacuation is required, students may be transported to a location away from the school. You will be notified of this through the media bulletins.
5. Talk to your children and emphasize how important it is for them to follow instructions from their teachers and school officials during any emergency.
6. Parents and other adults must stay calm and focused in an emergency, mindful that their actions and comments will be the example that, to a great extent, determines the children's response.
7. Carefully read all information that you receive from the school. You may receive updates about our safety procedures from time to time.

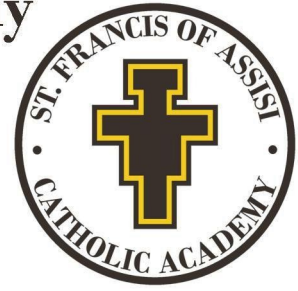
We are proud that St. Francis of Assisi Catholic Academy is a safe school, and we are doing everything possible to keep it that way. We appreciate your cooperation and support, If you have any questions about this letter or other aspects of our safety procedures, please contact me at 718-726-9405.

Sincerely,  
*Ms. Anne Stefano*  
Principal

**PLEASE KEEP THIS PAPER FOR YOUR INFORMATION.**

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## Authorization to Release Children in an Emergency

Our school has developed an emergency plan in case of any disaster that might occur. The emergency plan is devoted to the welfare and safety of your child during school hours. The plan is available for inspection in the school office.

We are requesting your assistance at this time.

Should there be an emergency, such as a fire, tornado, explosion, and so forth, your child may be required to remain in the care of the school until it is deemed safe by an emergency services authority that the child can be released. At that point, children may be released only to properly authorized parent and/or designees. Therefore, please list as many names (with local telephone numbers and addresses) as possible, of those persons to whom you would allow your child's release in the event of an emergency. Be sure to notify those persons listed that you have authorized their supervision in case of an emergency.

In the event that you should be unable to come to school, it is essential that others be designated to care for your child. No child will be released to the care of unauthorized persons. We appreciate your cooperation in this important matter.

**Child:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_ **School Year:** \_\_\_\_\_

*Please release my child to any of the persons listed below:*

Name	Relationship to Child	Address	Phone
			Home: Cell: Work:
			Home: Cell: Work:
			Home: Cell: Work:
			Home: Cell: Work:

**Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Signature*

**Home Phone:** \_\_\_\_\_ **Work Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_