

August, 2010

Dear Parents:

In order to be better prepared for an actual multi-day stay at school after a disaster, the Emergency Preparedness Committee has decided to purchase and store food, equipment, and emergency supplies for all students, faculty and staff for 72 hours.

Additionally, Lower School students in Grades K through 5 must bring a one gallon zip-lock bag containing a jacket or sweatshirt, and a small empty flashlight with sealed batteries. You may wish to include a letter to your child, or a family photograph. The letter or photograph may provide some comfort to the younger students should they be required to remain at the school due to a disaster. *Please make sure that all bags are labeled with the student's name and grade.*

We have replenished our water supply and can accommodate the Head-Royce community for approximately 72 hours. We also have in storage adequate first aid supplies as well as survival and rescue equipment.

One of the most significant lessons that we all learned from Loma Prieta, is that families should have a plan in place in the event of a major disaster. Therefore, we ask that you carefully consider the Disaster Release Form that is enclosed in this packet, and the arrangement(s) that you would make for retrieving your child(ren). A primary and alternate plan should be worked out and discussed with all parties involved based on the assumption that you may not be able to communicate. The safety of all our children will be improved through preparedness.

The School has subscribed to a service that, in the event of an emergency, can be activated to contact all families with pertinent information regarding the disaster. You will receive a recorded message from a Head-Royce School administrator explaining the status of the School and the plan for the upcoming days. It is imperative that we have accurate phone numbers for all families. Please be sure to consider this notification service when you fill out the phone number section on the Disaster Release Form.

Thank you for your support in our efforts to care for your children.

Sincerely,

Dennis G. Malone  
Chairman/CFO  
Emergency Preparedness Committee

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