



RICHLAND SCHOOL DISTRICT

OFFICE OF THE SUPERINTENDENT

340 THEATRE DRIVE, JOHNSTOWN, PA 15904
PHONE: (814) 266-6063 FAX: (814) 266-7349

MR. THOMAS P. FLEMING, JR.
SUPERINTENDENT OF SCHOOLS

Dear Parent or Guardian:

The purpose of this letter is to assure the parents/guardians of students in the Richland School District that the safety and welfare of all children is a priority. The District's Emergency Operations Plan provides for safety measures to be implemented in emergency situations. Several of these protective responses include the delayed opening of school, cancellation of classes, early dismissal of students from classes, sheltering and evacuation procedures. The District has an Emergency Operations Plan that is reviewed annually by the District and the Cambria County Department of Emergency Services. The plan was recently reviewed and updated by school district personnel along with members of local emergency service agencies.

Parents and residents will be informed of the implementation of any emergency procedure through the local newspapers or announcements on local radio and television stations. Additionally, if your residence should be in an endangered area, and the school is not, your child(ren) will be cared for in school until the danger has passed, or you, or an adult person you authorize, can come to the school to pick up your child(ren). If a total evacuation becomes necessary, your child(ren) would be bussed to another school. The school may be designated by the Cambria County Department of Emergency Services as a reception center to which the general public evacuates should the latter also be necessary. In either case, you will be kept informed on the location of where you can regain custody of your child(ren) through local radio and television announcements.

Parents or other adults authorized to pick up a student will be required to provide identification at the office or designated pick-up point, and sign a release register prior to release of a student to their custody. Picture identification in the form of a driver's license will be required when picking up your child(ren). If you choose to identify other responsible adults to pick up your child(ren) at school during an emergency situation or when bus transportation services would be delayed or not in service, please stop in the main office of your child's school building to complete the proper paperwork.

In the event your child(ren) has a personal means of transportation (automobile/motorcycle) at school during a declared emergency and an evacuation would be ordered, your consent is also required before the student will be released and authorized to evacuate in his/her own mode of transportation. This consent must also be so indicated on the attached form.

I specifically urge that you not telephone the school during a local or county wide emergency, or attempt to make different student dismissal arrangements. This only creates confusion and diverts the faculty and staff from their assigned emergency duties. In order to ensure the safety of all children in the Richland School District and ensure the continuity of their education, I urgently request the cooperation of all parents in completing the attached information and returning the form to school.

Sincerely,

Thomas P. Fleming, Jr.
Superintendent of Schools

TPFJr/mrg
Attachment

EQUAL OPPORTUNITY EMPLOYER

It is the Policy of the Richland School District not to discriminate in employment or program services for reasons of race, color, sex, age, religion, national origin, or handicapping conditions.



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STUDENT PICK-UP AUTHORIZATION FORM

Child's Name

_____ Grade _____
(Last) (First)

I, _____ authorize the Richland School District to
(Name of Parent/Guardian)
release my child named above to the persons designated in agreement with the Richland School District Emergency Operations Plan during an emergency situation or when an evacuation is ordered.

Parent/Guardian Signature Date

Telephone/Cell Number Address

Names of Designated Adult Custodians Authorized for Child Pick-Up:

(First) (Last) (Phone) / (Cell)

(First) (Last) (Phone) / (Cell)

(First) (Last) (Phone) / (Cell)

(First) (Last) (Phone) / (Cell)

In the event my child walks to school or has a personal mode of transportation at the school when an emergency situation occurs or an evacuation is ordered, I authorize him/her to walk home or use the personal mode of transportation for evacuation travel purposes.

Parent/Guardian Signature Date

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