

## PARENTS'/GUARDIANS' GUIDE TO WEATHER & SCHOOL EMERGENCIES

When an emergency occurs in our schools, we want to assure you that District 115 is prepared. With the help of local fire, police, and sheriff departments, we maintain an emergency plan that will assist us in responding to various situations.

As part of the plan, we need your cooperation and assistance and ask that you please follow the guidelines below. We thank you for your cooperation before, during, and after a situation occurs to help us keep your children safe while they are in our care.

### PARENT/GUARDIAN PREPARATION

District staff and students, in partnership with local fire and law enforcement officials, prepare for emergencies, practice emergency drills, and perform as trained for various situations including weather issues and emergencies during school.

#### Pre-plan for Child Care

Since situations that result in school closings or evacuations often occur suddenly, parents/guardians are urged to pre-plan for the care of their children for when such a situation occurs.

It is important that children know where to go or what to do if a parent/guardian is not at home during the school day.

If an evacuation occurs, students will only be released to their legal guardians, or the authorized individuals listed in the child's emergency information that is on file with the school.

#### Update Contact Information

Information of such events is distributed through the district's mass notification phone/email system. Therefore, parents/guardians should update their contact information if it has changed since the beginning of the school year. Also ensure the district's outreach email address ([y115@y115.org](mailto:y115@y115.org)) is un-blocked by your email provider so you will receive any emergency message sent to you.

Keep in mind that messages may be sent to the primary number at various times of day (including early morning for many weather-related school closings, during the workday, or in the evening). Parents should choose their "primary" contact numbers accordingly.

# PARENT EMERGENCY PROCEDURES

The superintendent may decide to close school or alter the regular schedule due to dangerous weather conditions or other emergencies. This may consist of a:

1. Full-day school closure
2. Delayed school arrival time
3. Early dismissal from school

## WEATHER EMERGENCIES

**Decision Criteria:** The school closure process begins early in the morning (typically at 3 a.m.) so that a decision can be made, and public notified, by 5:30 a.m. District administrators and employees personally travel the roads and communicate with the following organizations when gathering information about potential or actual weather events:

- National Weather Service (updated weather forecasts)
- Kendall County and City of Yorkville (road condition reports)
- Yorkville Police Department (road condition reports)
- Illinois Department of Transportation (road condition reports)
- Septran Bus Company (bus preparation status for student transport)
- District 115 Building & Grounds Department (road condition reports and updates regarding snow/ice clearing and removal from school parking lots)
- Local/surrounding school districts (information regarding schedule changes)

**Family Notification:** Typically, a decision is made by 5 a.m. to enact a full-day school closure or delayed start. This allows 30 minutes for the message to be posted and reach district employees, families, and media outlets by 5:30 a.m.

**Family Decision:** District 115 is committed to communicating school closings in a timely manner and in the best interests of students and staff. However, the weather is unpredictable. Although we try to make the best possible decision for all students, weather conditions may vary greatly in different areas of the school district. Parents/Guardians are urged to use their best judgment in determining if road conditions allow for safe travel for their children who walk, drive, or ride buses to school.

## SCHOOL EMERGENCIES


**Trust the Plan:** Trust that District 115 employees and emergency responders are prepared and dedicated to ensuring the safety of your child. Annually, they partner with local and national emergency management professionals to review emergency plans and customize them to best fit the needs of the district. Employees and students practice these procedures and responses during various drills throughout the year. A primary safety component of the emergency plan requires that plan details only be available to employees and emergency responders.

**Don't Go to the School:** Entrance to the school building and campus will be limited to emergency and school/district personnel only. While your natural instinct during an emergency may be to go to your child's school to safeguard him/her, please understand that doing so will impede emergency responders. It is vital that school officials and the fire, police, and sheriff departments have easy access to school buildings and campuses to manage the situation and give care to students. If a parent happens to be on school grounds when a situation occurs, he/she will not be allowed to take his/her child off campus so the district can properly account for all students.

**Monitor District Messages (Don't Call School/Students):** Watch for messages from the district/school. Do not call the school or district for updates. It is important that phone lines remain open for emergency use. Also, avoid calling/texting students' cell phones for updates. Sounds from a phone call/text and/or talking during certain lockdown situations can jeopardize the safety of your child as well as classmates and district employees.

**Bring an ID to Student Pick-up Location:** If an evacuation occurs, parents/guardians will be notified of where to pick-up their children (reunification site). Please be sure to bring picture identification (e.g., driver's license or state ID). Students only will be released to their legal guardians, or the authorized individuals listed in the child's emergency information that is on file with the school.

Cut out and put in day planner or on refrigerator.

 **EMERGENCY GUIDELINES**

In emergencies or if a decision is made to implement a school closure, delayed start, or early dismissal, information is shared with parents at the affected school(s) through the following methods:

**Voice & Email:**  
The **PRIMARY** communication to parents/guardians is through a phone or email message from District 115. Additional messages are made if there are updates, or when a situation is resolved. Call **844-203-1516** to hear a replay of the last message sent by the district.

**Social Media:**  
District 115 Facebook (Yorkville115) and Twitter (@Yorkville 115)

**Website:**

- District: <http://www.y115.org>
- School Closings: [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) (search by school name, city, or phone)

**Radio:**  
WSPY 107.1 FM, WSPY-AM 1480, WSQR AM-1180/93.5 FM

**Media:**  
Chicagoland news stations (ABC7, NBC5, CBS2, WGN9, FOX32)

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Cut out and put in day planner or wallet.

 **EMERGENCY GUIDELINES**

1. For the safety and security of all our students and staff, please:
  - **DO NOT** go to your child's school during an emergency
  - **DO NOT** call/text students or staff at the school during an emergency
2. If notified of a student reunification site, **bring picture identification**
3. Check the sources listed on the reverse side of this card to know where to find emergency communication information

See Reverse Side ►

**Reminders should an emergency occur during the school day.**

1. For the safety and security of all our students and staff, please:
  - **DO NOT** go to your child's school during an emergency
  - **DO NOT** call/text students or staff at the school during an emergency
2. If notified of a student reunification site, **bring picture identification**
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Emergency **communications** are shared through the following methods:

- Email/phone alert messages from the school district (or parents may call **844-203-1516** to hear a replay of the last message sent by the district)
- [www.y115.org](http://www.y115.org), Y115 Mobile App, Facebook (Yorkville115), and Twitter (@Yorkville115)
- Local and Chicago News/Radio Stations
- School Closings: [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)

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