

July 2, 2019

Dear Parent/Guardian:

Chapelgate Christian Academy has worked very hard to plan for the various types of emergencies and weather problems that all schools might experience. In fact, the school has designated a Crisis Management Team within Chapelgate in the event of an incident.

Your role as parent/guardian is critical to the successful outcome of a dangerous incident. Below are some basic rules and requirements in the event of a school emergency. PLEASE:

- 1) DO NOT call the church office.
- 2) DO NOT call extensions of the various school offices. Information for parents regarding any incident, if necessary, will become available primarily through the One Call Now phone and/or email notification service. The school voicemail, school website, WBAL Radio (1090 AM), and the CCA phone tree may also be utilized when necessary.
- 3) DO NOT come to the school. Unless announced differently, any evacuation situation would take our students to Mount View Middle School for pick-up. Please note that Liberty Christian School is our secondary evacuation site.
- 4) BE SURE TO BRING IDENTIFICATION WITH YOU. In the event of an emergency or evacuation, students cannot be released to persons unknown to school staff.

Your cooperation is critical to the safety of our students. We hope you understand and appreciate our needs and will work with us to minimize confusion and interference with emergency workers.

Sincerely,

Frick Frierson/Assistant Head of School