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Middle School Building
1320 17th Ave.
Moline, IL 61265
(309) 764-5418
Email:
office@setonschool.com

Subject: Crisis Management Information

Dear Parent,

As part of the school's ongoing effort to prepare for crises, we are providing essential information for the parents and families of students. Please keep this letter for reference in a place where it can be found during periods of crisis such as on your refrigerator.

The Moline School district has obtained a Readiness and Emergency Management for Schools Grant (CFDA 84.184E) administered by the U.S. Department of Education's Office of Safe and Drug-Free Schools which covers Seton Catholic School as well. As a result, a vulnerability assessment has been performed and individual school crisis management (CM) plans and a district CM plan have been prepared. Also, a security policy has been prepared, coordination has been effected with the local police, fire and emergency management agencies, and support has been coordinated with local health, mental health and other agencies. In short, schools within the geographical boundaries of the Moline School District are prepared for the anticipated natural and intentional crises that could befall them.

You have a role in crisis management. It is essential that you familiarize yourself with the procedures so that you know how and when to contact the school, how to obtain information regarding your child without interrupting the crisis response, and how you can assist during crises:

- This letter is posted on the Seton School website: www.setonschool.com as is other information you may need during crises. The latest information regarding any crises in progress will also be posted to the school website.
- Please do not call the school or the District office during times of crisis, since the phones will be tied-up dealing with the crisis.
- News releases will be made to local media including the following stations:
RADIO Stations WVIK –FM 90.3, KORB FM 93.5, WXLP FM 96.9, KBOB FM 99.7, KJOC AM 1170, KQLI Lite FM, KMXG FM 96.1, WHTS FM 98.9, KUUL FM 103.7, KCQQ FM 106.5, WLLR FM 101 and AM 1230, WKBF AM 1270, and WOC AM 1420
TV Channels 4, 6, 8 and 18
- If your child is involved in a crisis, you will be contacted by the school at the appropriate time.

It is important for the school to have your current contact information. You can facilitate being contacted by ensuring that the school has your current phone number, cell-phone number, and Email address. Also, students will only be released to persons listed on their emergency contact sheet filed with the school, so ensure that all persons you want to be able to pick up your child from the school are listed. Be sure to include their contact information as well. You will find a blank Emergency Contact Sheet attached for you to complete and return to your child's teacher.

Sincerely,

Jane Barrett
Principal