



Wilkes-Barre Area Career & Technical Center
P.O. Box 1699
Wilkes-Barre, PA 18705-0699
(570) 822-4131 Fax (570) 823-4304
www.wbactc.org

Dr. Brian Costello
Chief School Administrator

Bruce Knick, Chairperson
Board of Education

Dr. Anthony Guariglia
Administrative Director

Frank Majikes
Principal

Dear Parent or Guardian:

The purpose of this letter is to assure you of our concern for the safety and welfare of all students in the Wilkes-Barre Area Career & Technical Center, and to inform you of the procedures utilized and steps taken during an emergency evacuation. The Wilkes-Barre Area Career & Technical Center's emergency plan provides for response actions to be taken in all types of emergencies; therefore, several types of protective responses are planned as follows:

<u>Condition</u>	<u>Response</u>
Building Evacuation	Evacuation to a safe area on the school grounds in case of a fire.
Delayed Opening, Cancellation of Classes, Early or Delayed Release of Students	These actions are normally taken in case of a winter storm. Cancellation of classes may be necessary in case of disruption of public utility services.
In-Place Sheltering	Sudden occurrences such as tornadoes and hazardous material accident may dictate taking cover in a safe place as designated by school officials.
Evacuation	Total evacuation may become necessary if the school is in an endangered area.

If a total evacuation becomes necessary, your children will be transported to another location that is considered to be safe. You will be kept informed of the location where you can regain custody of your children through local radio and television announcements and our School Messenger System.

Properly authorized persons picking up students will require identification and sign a release form as indicated on the student's medical release form that will be handed out to your child the first week of school.

Mass media will be used to communicate status procedures and future considerations. I specifically urge that you refrain from phoning the school or attempt to make different arrangements. This will only create confusion, and divert staff and faculty members from their assigned emergency duties.

In order to ensure the safety of your children in the Wilkes-Barre Area Career & Technical Center and ensure the continuity of their education, I urgently request the cooperation of all parents.

Sincerely,

Dr. Anthony Guariglia
Administrative Director

The Wilkes-Barre Area Career & Technical Center does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. For information on services, activities, and/or accessibility, contact: Frank Majikes, Support Programs Coordinator Title IX and Section 504 Coordinator, (570) 822-4131, Wilkes-Barre Area Career and Technical Center, 350 Jumper Road, Wilkes-Barre, PA 18705-0699.

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