



1209 SHENANDOAH JUNCTION ROAD
SHENANDOAH JUNCTION, WV 25442
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PATRICIA M. BROCKWAY, PRINCIPAL
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Parent Reunification Plan

Dear Parents:

A Reunification Plan is a plan to help promote a coordinated response to school evacuations. Should it become necessary to relocate the entire school population for whatever reason, outlined here is our response. Such a move would take place when it is determined by school officials that keeping students in the school would be hazardous to students and staff. We have three possible alternative sites with the first being Jefferson High School. In the event that Jefferson High School is unavailable, our second location is Jefferson Country Parks and Rec (Sam Michaels Park). Our other alternate sites, if needed, will be Wright Denny Elementary School or The Moose Lodge.

If it becomes necessary to activate our Parent Reunification Plan, you will receive a robo-call from the school. You will be told where the students have been transported and the procedures for picking up your child. It is very important that you always answer your phone when the school is calling so important messages are not missed.

Our school Safety Team meets regularly and has prepared for such an event with needed rosters, emergency forms, and additional information. Staff members know their roles and responsibilities in the event this plan needs to be activated. It is critically important that our attendance secretary has all necessary phone numbers so that we are able to contact you at any time during the school day in the event of an emergency.

If an evacuation must occur the following will happen:

- There will be four stations: A-F, G-L, M-R, S-Z.
- Please report to the station that has the first letter of your student's last name.
- Give the station worker your child's name and your photo identification. Once you have been identified, your child will be brought to you at the station.
- You will need to sign your child out.
- It is essential that parents first report to their respective station. We must be organized in order to ensure 100% accountability of our students.
- All individuals picking up students must be positively identified by our staff or provide valid identification. Unless a person's name is on our list as having your permission to pick up your child, we will not release your child to them.

Student safety is one of our primary concerns at Wildwood Middle School. We appreciate your support and assistance in this important matter. Please call us at 304-728-4518 with any questions or concerns about our emergency planning procedures.

Sincerely,

Patricia M. Brockway
Principal