

*St. Matthew Parish Religious Education
2 Searles Rd.
Windham, NH 03087*

Re: Parish Safety and Emergency Procedures

Dear Parent/Guardian,

Our parish is committed to the safety of children. As part of this commitment, we have recently developed a Parish Religious Education Emergency Plan. Some highlights of the plan are listed below.

- **Each family is asked to complete an emergency contact form.** The contact information will be kept on file in the parish office and a copy will be provided to your child's teacher.
- The Parish Center will be locked once classes have begun. Adults, other than religious education personnel, may not remain in the hallways while classes are in session. A door monitor and a hall monitor will be on duty at all times. Should your child arrive late for class, the door monitor will allow him/her into the building. If you wish to escort your child into the building after classes have begun, you must check in with the office before going to the classroom, and then you will be accompanied by the hall monitor.
- In the event a parent needs to dismiss a student early, the parent should not go directly to the classroom; he/she must come to the office and sign the student out; the hall monitor will then go to the classroom for the student.
- Fire drills will be conducted twice per year.
- Inclement Weather: If school is cancelled or dismissed early due to weather, then religious education classes are also cancelled for the day. If it is snowing at 1:00 p.m., or if a weather advisory is in effect at 1:00 p.m., then religious education classes are cancelled for the day. Weather-related closures are announced on our Mobile App, and a group email will be sent out.
- We have established a "lockdown" plan to be implemented in the case of a serious emergency. Should a lockdown become necessary or ordered by public authorities, classrooms will be secured and students will remain in the building until the emergency has passed. Should this occur, you are asked to stay away from the building so as not to impede the emergency response process. Students will be released to you once the

situation has been resolved. In the event the authorities direct us to evacuate, students will be brought to the Church or the Parish Office building.

- Please keep this information for future reference. Should you have questions, or if you would like further information, you may contact us at 898-4818.

Sincerely Yours in Christ,

The Catechetical Team

8/8/18