



Dear Block Party Coordinator:

Every attempt will be made to attend your event.

As you well know our job is our primary responsibility and conflicts do arise due to the volume of fire and emergency medical calls.

We ask for your patience and understanding that there is a possibility that we may NOT be able to attend your event.

You will receive confirmation prior to your event whether our attendance to the event is possible. If so, please be sure to secure a place where our vehicles may easily enter/exit in case of an emergency call.

Thank you for your understanding and we look forward to working with you on your event.

Sincerely,

A handwritten signature in cursive script that reads "K. Hammond".

Katie S. Hammond, Fire Inspector  
Public Education Coordinator

Gurnee Fire Department, 4580 Old Grand Avenue, Gurnee IL 60031  
Business (847) 599-6600 Fax (847) 244-8693



Dear Block Party Coordinator:

The Gurnee Police Department is offering to provide to you, free of charge, instruction and inspection of the proper way to install child safety seats. This service can be provided to you at your block party.

Below are a few facts about child safety seats:

- National Highway Traffic Safety Administration estimates show that proper use of an approved child safety seat could prevent up to 71% of deaths and 67% of the injuries in traffic accidents; yet many young child passengers either do not ride in a car seat or are not buckled in properly.
- National Center for Health Statistics states that motor vehicle crashes are the leading cause of death for children ages 4 to 14.
- 9 out of 10 child safety seats are installed incorrectly.

It is not the intention of the caregiver to install the safety seat incorrectly, but the lack of education that results in the improper installation. Our agency provides education on the proper way to use child safety seats, in order to make a significant change to these statistics. Several of the Gurnee Police Department personnel are certified by the National Highway Traffic Safety Administration and are trained to instruct on the installation of child safety seats. These certified instructors would be able to inspect your child safety seat, instruct you on the correct installation and possibly suggest changes that may be necessary to promote safety.

If you would like to have this service provided at your block party, please check the appropriate box on the block party application form. We will make every attempt to attend your block party, but early notification is essential to obtaining the needed technicians to accommodate the number of children and seats at your event.

Thank you for giving us this opportunity to offer our services.

Sincerely,

Handwritten signature of Kevin M. Woodside in black ink.

**Kevin M. Woodside**  
**Chief of Police**  
**Gurnee Police Department**

Handwritten signature of Wendy Sue Mann in black ink.

**Wendy Sue Mann**  
**Communications Shift Leader**  
**CPS Coordinator**