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Emergency Management Plan

To the Parent(s)/Guardian(s) of Calvary Temple Early Childhood Learning Center Children:

This letter is to assure of our concern for the safety and welfare of the children attending Calvary Temple Early Childhood Learning Center. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- **Immediate Evacuation:** Students will be evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- **In - Place Sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Evacuation:** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the relocation facility at Parkland Senior High School.
- **Modified Operation:** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to WFMZJ Channel 69 News for announcements relating any emergency actions listed above.

We ask that you do not call during the emergency. This will keep the main telephone free to make emergency calls and relay information.

The facility director may provide an alternate phone number (i.e. cell phone, etc.) to call in an emergency event.

The form designating persons to pick-up your child is included with this letter for you to complete and have back to the day care facility no later than three (3) days after registration. This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

We specifically urge you NOT to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

In order to assure the safety of your children and our staff, we ask your understanding and cooperation. Should you have any additional questions regarding our emergency operating procedures, contact the center's director at 610-841-7988.

Sincerely,

Director
Calvary Temple Early Childhood Learning Center