



BUTLER COUNTY

Children's Center

EMERGENCY PREPAREDNESS PLAN

Butler County Children's Center, Inc.
139 Rieger Road
Butler, PA 16001
724-287-2761

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EMERGENCY PLAN

1. Purpose

- To provide for the protection of children and staff in the event of a natural, technological, or human imposed emergency or disaster.
- To assure coordination and cooperation with municipal and county government and emergency services.
- To assure the ability to get operations functioning at a normal level in the event of an emergency situation.

2. Situation and Assumptions

The Bon Aire facility is located at 131 Homewood Drive, Butler, PA 16001. The facility has up to 177 children and up to 35 staff. This Site houses Child Care, Pre-K, and Head Start Classrooms and Before and After School-age Classrooms. Normal operating hours for this facility are from 6:30 A.M. to 5:30 P.M.

There are also Head Start classrooms and an ELRC Satellite Office, which are located in various locations throughout the region. The addresses, operating hours, and capacity are as follows:

Mt Chestnut Head Start
Franklin Elementary School
139 Reiger Road
Butler, PA 16001
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 60 Children, 10 Adults

South Butler Head Start
South Butler Primary School
328 Knoch Road
Saxonburg, PA 16056
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 20 Children, 5 Adults

Bruin Head Start
Bruin Elementary School
139 School Street
Bruin, PA 16022
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 20 Children, 5 Adults

Oakland Head Start
545 Chicora Rd
Butler, PA 16001
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 20 Children, 6 Adults

Dassa Head Start
391 Hooker Road
West Sunbury, PA 16061
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 20 Children, 5 Adults

Emily Brittain Head Start
Emily Brittain Elementary School
338 North Washington Street
Butler, PA 16001
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 20 Children, 5 Adults

West End Head Start
805 West New Castle Street
Butler, PA 16001
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 40 Children, 10 Adults

Rowan Head Start
8051 Rowan Road
Cranberry Twp., PA 16066
Hours: 9:30 a.m. to 2:30 p.m.
Capacity: 20 Children, 5 Adults

ELRC – Beaver Satellite Office
402 Brkich Way, Suite 2
Beaver, PA 15009
Hours: 8:00 a.m. to 5:00 p.m.

There are four Pre-K Counts classrooms. They are located in elementary school buildings in Moniteau, Karns City, Shenango, and Seneca Valley School District. The addresses, operating hours and capacity are as follows:

Dassa Pre-K Counts
Dassa Elementary School
391 Hooker Road
West Sunbury, PA 16061
Hours: 9:30 a.m. – 3:00 p.m.
Capacity: 20 Children, 3 Adults

Sugarcreek Pre-K Counts
Sugarcreek Elementary School
1290 State Route 268
Cowansville, PA 16218
Hours: 9:30 a.m. – 3:00 p.m.
Capacity: 20 Children, 2 Adults

Shenango Pre K Counts
Shenango Elementary School
2501 Old Pittsburgh Road
New Castle PA 16101
(724) 658-5566
Hours: 9:30am to 3:00 pm
Capacity: 20 Children, 3 Adults

Connoquenessing Valley Pre-K Counts
Connoquenessing Valley Elementary School
300 South Pittsburgh Street
Zelienople PA 16063
(724) 452-8280
Hours: 9:30am to 3:00 pm
Capacity: 20 Children, 3 Adults

- The Bon Aire facility, Pre-K Counts classroom and the Head Start sites are located in Butler County whose emergency management agency will be the primary source of governmental assistance during an emergency. The exception to this would be the Sugarcreek Pre-K Counts which will be governed by the Armstrong County Emergency Management agency during an emergency.
- Assistance during emergencies will be dispatched through 911 and be coordinated by the Butler or Armstrong County Emergency Management Agencies depending on location of site.
- The facility may be subject to the following natural disasters and emergencies:
 1. Severe weather situations
 2. Utility failure
 3. Hazardous materials
 4. Fire
 5. Acts of terrorism/ Intruders/ Bomb threats
 6. Any other emergency that may directly impact the facilities.

3. Concept of Operations

General:

- Direction and Control – At the Bon Aire site the Education Specialist/Center Director will assume responsibility for emergency actions until the arrival of emergency service personnel. At the Mt. Chestnut Head Start site the CEO will assume responsibility. At the Dassa, Rowan, Butler, South Butler, Bruin, Chicora, and West End Head Start sites the Head Teacher will assume responsibility until emergency personnel arrive. The Center Director at Bon Aire, the CEO at Mt. Chestnut, Program Managers, or Head Teachers at the Head Start sites will gather and record information necessary to determine appropriate emergency actions. In an emergency, site staff will focus only on emergency management functions. All personnel and resources will be focused on providing for the safety and well-being of children, staff, and any other adults.

- In the absence of the Center Director/Program Manager at Bon Aire, the following staff will take charge:

Primary: Enrollment Specialist
Secondary: Program manager

In the absence of the CEO at the Mt. Chestnut Head Start site, the following staff will take charge:

Primary: Program Director
Secondary: Executive Director of Early Learning Programs

In the absence of the Head Teacher at the Dassa, Bruin, Emily Brittain, Chicora, Rowan, South Butler, and West End Head Start sites the following staff will take charge:

Primary: Designated Teacher
Secondary: Program Manager in charge of that particular site

- It will be the responsibility of the Executive Director of Early Learning Programs to ensure that drills and training on the Emergency Plan, procedures, and duties are conducted on a regular basis for staff to develop skills needed for any emergency.
- Fire drills will be conducted monthly at all Child care, Head Start, and Pre-K Count sites. At Bon Aire the Education Specialist/Center Director will be responsible to ensure this occurs. At Mt. Chestnut the Program Operations Assistant will conduct the fire drills. At all other sites it will be the responsibility of the Teacher to conduct the monthly fire drills. If the classroom is located in a school district building, the Teacher will participate in the districts fire drills. If the district does not do a drill monthly, the Teacher will be required to do a drill independently. After the fire drill the person conducting the drill will complete the Emergency Evacuation Drill/Fire Drill Form (Appendix HS-HH). Completed form is to be sent to Executive Director of Early Learning Programs.

Accountability:

1. Children will only be released to adults designated by the parent on the Parental Consent Form. These adults will be required to have a photo I.D. (if not available must have two other proofs of I.D.) Parental Consent Forms will be up dated every six months to ensure information is current.
2. Daily attendance for children will be recorded on the Daily Attendance Record. Staff will be required to sign them in upon arrival and out when they are leaving.
3. In case of an evacuation, classroom/office staff will be required to take the Children's Daily Attendance record, Emergency Contact Forms, the Staff Attendance form, and any emergency medications for specific children with them when evacuating the site. Attendance of both staff and children will be taken at the assembly area. If relocation is necessary, attendance will also be taken upon boarding and exiting the emergency

transport vehicles and upon the arrival at the relocation facility. Agency owned buses and vans will be used for transportation to the relocation facility.

4. Organization and Responsibilities

- The Executive Director of Early Learning Programs will:
 1. Be familiar with all emergency plans for Butler County Children's Center.
 2. Ensure agreements of assistance are current with re-location facilities.
 3. Maintain this plan in a current and usable state.
 4. Revise plans annually.

- The Primary and Secondary Staff will:
 1. Determine a course of action to be taken during an emergency.
 2. Ensure that parents are contacted as soon as reasonably possible when an emergency situation arises.
 3. Keep the other building staff aware of the status of the emergency.
 4. Request transportation if evacuation or relocation is required.
 5. Ensure all staff are present.

- Classroom Staff will:
 1. Ensure children are supervised and accounted for during an emergency.
 2. Take children's emergency releases and classroom roster to the evacuation or re-location site.
 3. Ensure all children are present. Stand-alone classrooms would also be responsible to ensure all adults and staff are present.
 4. Maintain supervision of children until they are released to their parent, guardian, or designated adult.

- Service Area Managers, Program Managers, Site Office Staff, and Administrative Staff will:
 1. Serve as support staff and help with certain tasks. Tasks may include; contacting parents, gathering information from outside sources if necessary, calling for needed services, supervising children, helping to secure the building, and any other tasks which arise during the emergency.
 2. Take directives from the CEO. If the CEO is absent, directives will be given by the Program/Center Director.

- Parents are requested to:
 1. Be familiar with plans and procedures for ensuring safety of the children.
 2. Provide Butler County Children's Center, Inc. with means to contact them in case of an emergency.
 3. Tune to the following media for information and instructions during an emergency:
 - Radio: WISR 680 A.M., KDKA 1020 A.M., and WBUT 1050 F.M.
 - Television: KDKA, WPXI, WTAE

5. Communication Network

* In case of emergency staff will call 9-1-1

- To ensure that the staff is notified of all types of emergencies or disasters the following communication system will be used:
 1. The Bon Aire site, the Pre-K Count sites, the Head Start sites, and the Administration Building will have a weather radio. These radios will be able to operate with or without electric.
 2. These radios will be kept on at all times during the hours of operation of the sites and classrooms.
 3. The Bon Aire site, the Pre-K Count sites, the Head Start sites and the Administration building will have regular phones and access to cell phones.
 4. Classrooms in the school districts will receive information directly from the elementary school staff where they are housed. They will follow their respective school districts Emergency Plan.
 5. If an emergency occurs at one of the child care, Head Start, or Pre-K Counts sites, the Program Manager, Group Supervisor, Head Teacher, or another designated staff will call 911 for help and notify the Chief Executive Officer, The Program/Center Director or the Executive Director of Early Learning Programs as soon as possible to make them aware of the situation.
 6. In the case of a county wide emergency or disaster, the Butler County or Armstrong County Emergency Management Agency will determine the course of action and instructions will be broadcast on WISR 680 A.M., KDKA 1020 A.M., and WBUT 1050 F.M. The Administrative Office Staff will notify the sites, the Chief Executive Officer, the Family Service Manager, and the Health/Nutrition/Disabilities Director to ensure they are aware of the situation.
 7. When a new child is enrolled in either child care or Head Start, the Parents or Guardians will be given a letter which outlines the provisions in the Emergency Plan and provides them with necessary information. If revisions are made to the plan the parent letter will be revised to reflect any changes and re-distributed. (See Attachment I.)
- To ensure all Child Care/Head Start and Pre-K classrooms and sites can quickly communicate in the event of an emergency the following steps will be taken:
 1. The location of the nearest phone will be posted in every classroom.
 2. Emergency phone numbers will be posted by the phone and also in the binder with the Emergency Releases. (See Attachment II)
 3. To facilitate interagency communication each site and office building will have a current list of numbers and extensions for all sites and offices.

6. Authority and References

The Department of Public Welfare interprets 55 Pa. Code 3270.21, 3280.20, and 3290.18, relating to general health and safety to require that each child day care center, group child day care home and family child day care home must have an emergency plan.

7. Plan Development, Maintenance and Distribution

- The Executive Director of Early Learning Programs of Butler County Children’s Center, Inc. is responsible for:
 1. The development, execution and maintenance of the emergency plan.
 2. Annual review and update of the plan.

PROTECTIVE ACTIONS

The type of protective action to be taken will be decided by the Center Director, Program Manager, Head Teacher, or Group Supervisor depending on which classroom or site is affected. If time allows they will contact either the Chief Executive Officer or Executive Director of Early Learning Programs for input. If time does not allow they will be responsible to decide which action will be taken and will call the Administration Office as soon as possible to inform them of the situation. The Administration staff will share this information with the Chief Executive Officer or Executive Director of Early Learning Programs. Communication will be ongoing throughout the emergency.

The type of protective action to be taken will be based on the following considerations:

- Information gathered from sources in the facility about the emergency
- Information gathered from The Butler County Emergency Management Agency
- If there is time to evacuate
- If it is safe outside
- If there is time to send the children home
- If the children’s homes are in a danger area
- If the children and staff can be safe inside the building
- How long will the event last
- Is there time and is it safe for parents to pick up their children

Protective Actions/Situations

1. Building Intruder

- a. At Bon Aire, Chicora, Bruin, Mt. Chestnut, Butler CCIS, and West End, staff will follow their Intruder Plans. Classrooms located in School Districts will follow the School District’s Intruder Plan.
- b. Classroom staff will remain with the children, close the windows, and lock the classroom doors.
- c. When the situation is no longer a safety concern, staff will notify the classrooms.

2. Shelter in Place

This action will be taken for severe weather situations, intruders in the community, hazardous materials or conditions outside the building, and county wide disasters as directed by the Butler County Emergency Management Agency.

- a. Person supervising site or classroom will ensure that all classroom and building staff are notified of situation and decision to shelter in place.
- b. Classroom staff move their children to designated shelter area along with any other building staff. A map showing designated shelter areas is posted in each classroom, office, and kitchen in all buildings.
- c. If leaving classroom to go to designated shelter in the building, the last staff person to leave the classroom does a final sweep for children and adults, closes windows and blinds, and closes the door.
- d. Classroom staff take attendance when they get to shelter area and maintain control of group until given further instructions.
- e. Support staff will notify parents if necessary.
- f. Meals will be provided to sheltered children and staff if the duration of the emergency warrants.
- g. Supervisor will notify building and classroom staff when situation is back to normal.
- h. Support staff will notify parents when situation is back to normal and when they can pick up their children.

The following items will be kept at each site for use when sheltering in place.

- First aid kits
- Extra first aid supplies
- Flashlights (extra batteries)
- Bottled water and disposable cups
- Non- perishable food
- Sanitation supplies
- Blankets
- Extra diapers and formula
- A change of seasonally appropriate clothing for each child

3. Immediate Evacuation

This action will be taken for fires and any other emergency that renders the building or classroom unsafe.

- a. Staff person in charge of building with classrooms and support staff will assign support staff to; monitor hallways and doors during evacuation, notify all classrooms to evacuate unless it is fire in which case the alarm will sound, and call 911 if necessary. In stand-alone sites and

classrooms in elementary schools, the Head Teacher will be responsible to evacuate children and classroom staff.

- b. Classroom staff lead children in an orderly fashion out of the building by way of the nearest exit (Each classroom has map showing two possible exits posted. The last staff person leaving the classroom will make a final sweep of the room to ensure no child or adult is left behind.
- c. Head Teachers will be responsible for taking Emergency Release Forms with them.
- d. Classroom staff take attendance as soon as the children arrive in the assembly area.
- e. Classroom staff maintain control of their group until instructed to return to classroom, or to another location.
- f. Administrative Procedures: Please see individual site evacuation plans ([Attachments__](#)).
- g. When it is safe to go back in the building the staff person in charge will give the “all Safe” signal. If building will not be safe for an extended length of time decision will be made to move to the designated relocation facility.

4. Evacuation to a Relocation Facility

This action will be taken when; building is deemed unsafe, Butler County Management Agency directs re-location because of a county wide disaster, and/or there are utility failures.

- a. Designated staff person notifies relocation facility (See Attachment III) and takes staff attendance before leaving for the re-location site.
- b. Classroom staff take children and parent attendance before leaving site and take Emergency Information with them to relocation facility. If there are children who need to have medication, staff will take this to facility as well.
- c. Transportation vehicles arrive and depart for relocation facility.
- d. Designated staff person posts “Notice of Relocation”, if possible. (See Attachment IV)
- e. Support staff attempt to notify parents of the relocation of the children and when they can come and pick them up.
- f. When children arrive at relocation facility, classroom staff take attendance and maintain supervision and accountability for their children and parents.
- g. Staff attendance will also be taken by designated staff.

DATA DISASTER RECOVERY PLAN

Butler County Children's Center, Inc.

Should a disaster occur at the administration building of Butler County Children's Center, Inc. rendering the building and contents unusable, staff would relocate to the Bon Aire location or adequate space would be immediately leased.

Network files and data are protected by a service agreement with DSSC Solutions. DSSC Solutions is the provider of our backup and disaster recovery unit and management as follows:

An onsite Backup & Disaster Recovery appliance is located at the Mt. Chestnut site. This unit provides a local storage device and standby server in the event of server failure. Incremental backups to the BDR unit occur every 15 minutes. Secure remote (off site) storage occurs daily and is provide at a location in both Pennsylvania and Utah.

Should a disaster occur resulting in loss of the entire office, a new BDR will be sent to our location so that it can be imaged with the most current backup information, which is usually the previous day's data. Access to the offsite BDR will be used to replicate the data onto the new replacement BDR appliance. The Solution Provider will provide assistance over the phone on first call within 24 hours of the first request.

The BDR can also be used to perform a bare metal restore to dissimilar hardware which means that when a new server arrives, the BDR can be used to restore the most current data to that new server regardless of the server hardware.

1. Security

- a. Data is encrypted before it leaves our server with an encryption key. The data is then encrypted again before it is transferred over our network. Files are then stored in the encrypted form in our facilities.
- b. Each file is encrypted using 256-bit AES encryption technology. 256AES Encrypted data cannot be read without the corresponding keys, so encrypted data cannot be misused, even if it's stolen.
- c. In addition, the software communicates with the remote site using SSL (Secure Socket Layers) technology. As a result, the online backup of data is encrypted twice. It is encrypted at all times using the 256-bit AES encryption, and it is encrypted again while it's being sent across your network.
- d. The data is then sent to our compliant assigned data center

2. File compression

Before files are encrypted they are compressed on the BDR using state-of-the-art compression technology. This compression ensures that the time it takes to do backups is shorter and because each file is significantly smaller, less storage space is used on the remote storage unit.

Early Learning Resource Center

Should a disaster occur at the administration offices of the Early Learning Resource Center rendering the building and contents unusable, staff would relocate to the Bon Aire location or adequate space would immediately be leased. Network files and data are protected by a service agreement with DSSC Solutions. DSSC Solutions is the provider of our Backup and Disaster Recovery unit and management as follows:

An onsite Backup and Disaster Recovery appliance is located at the Mt. Chestnut site. This unit provides a local storage device and stand-by server in the event of server failure. A battery back-up power system is also utilized. Incremental backups to the BDR unit occur every 15 minutes. Secure remote (off site) storage occurs daily and is provide at a location in both Pennsylvania and Utah. Backup data, for all business records not contained in PELICAN CCW are stored off-site for seven (7) years.

Should a disaster occur resulting in loss of the entire office, a new BDR will be sent to our location so that it can be imaged with the most current backup information, which is usually the data of the previous day. Access to the offsite BDR will be used to replicate the data onto the new replacement BDR appliance. The Solution Provider will provide assistance over the phone on first call within 24 hours of the first request. Within seventy-two (72) hours, the ELRC will be operational at a temporary site with an operating telecommunications system and will give public notification of the new location and the new ELRC telephone number.

The BDR can also be used to perform a bare metal restore to dissimilar hardware which means that when a new server arrives, the BDR can be used to restore the most current data to that new server regardless of the server hardware.

1. Security

- a. Data is encrypted before it leaves our server with an encryption key. The data is then encrypted again before it is transferred over our network. Files are then stored in the encrypted form in our facilities.
- b. Each file is encrypted using 256-bit AES encryption technology. 256AES Encrypted data cannot be read without the corresponding keys, so encrypted data cannot be misused, even if it is stolen.
- c. In addition, the software communicates with the remote site using SSL (Secure Socket Layers) technology. As a result, the online backup of data is encrypted twice. It is encrypted at all times using the 256-bit AES encryption, and it is encrypted again while it's being sent across your network.
- d. The data is then sent to our compliant assigned data center

2. File compression

Before files are encrypted they are compressed on the BDR using state-of-the-art compression technology. This compression ensures that the time it takes to do backups is shorter and because each file is significantly smaller, less storage space is used on the remote storage unit.

YWCA Greater Pittsburgh ELRC Subcontractor

In the event of a disaster involving the destruction of YWCA Greater Pittsburgh's headquarters, Keystone STARS operations will temporarily move to another facility.

In order to establish the re-location of Keystone STARS operations, Key Personnel will be contacted within 24 hours. These individuals will ensure the new site location is ready to hold the additional staff; prepare the new site with the necessary forms; and notify the public of the temporary relocation of the facility. Within 48 hours of a disaster, all other staff will be reassigned and begin operating at the temporary facility. News media and public service announcements will be used to inform the public of the relocation. Consumers and other interested parties will be notified by mail and email.

Additionally:

- YWCA has a Barracuda Backup Appliance, which conducts nightly local backups on all YWCA Systems.
- The electronic backup information is transferred via secure Internet connection to the Barracuda Backup Cloud.
- All YWCA software is kept on a file server which is backed up nightly via the Barracuda backup appliance. All Microsoft software can be downloaded anytime from the Volume Licensing Center website. All other discs are loaded onto the file server so that no physical media needs to be kept.
- All YWCA servers and switches are connected to an Uninterrupted Power Supply system in the result of a power failure. All VoIP phones and servers will remain on in case of power failure.
- In the event of damage to servers, the Barracuda Backup Appliance is capable of applying an exact copy of a backed-up server to a spare device kept in storage.
- YWCA's Business Continuity Plan lays out a phone chain in case of systems or power failure.
- YWCA's Business Continuity Plan covers a semi-automated mode to migrate complete disruption of servers until systems or power has been restored.

YWCA's Business Continuity Committee annually reviews the Business Continuity Plan and makes recommendation to Senior Management on specific areas and times for testing of the plan.



BUTLER COUNTY
Children's Center

To Parents/Guardians:

This letter is to assure you of our concern for the safety and welfare of children attending Butler County Children's Center. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- Immediate Evacuation – Children will be evacuated to a safe area on the grounds of the facility in the event of a fire, etc.
- Shelter in place - 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 a designated relocation facility.
- Modified *Operation* – May include cancellation/postponement or rescheduling of normal hours of operation.

Please tune to the following for announcements relating to any of the emergency actions listed above:

- Radio: WISR 680 A.M., KDKA 1020 A.M., and WBUT 1050 F.M.
- Television: KDKA, WPXI, and WTAE

We ask that you not call during the emergency. This will keep the telephone lines open to make emergency calls and relay information. If evacuation is necessary we will call you. We will also call you when we've resolved the situation and it is safe to pick up your child. If we cannot reach you, we will call your emergency contacts.

If you have additional questions regarding our emergency operating procedures contact me at (724) 287 – 2761 ext. 133.

Sincerely,

Beth Glew
 Executive Director of Early Learning Programs

IMPORTANT PHONE NUMBERS

For All Emergencies Call – 911

Pittsburgh Poison Control	1-800-222-1222
Butler Ambulance Service	(724) 283-4385
Administration Office	(724) 287-2761
Elisa Brady, CEO.....	(724) 549-1407
Scott Snow, Facility/Transportation Manager.....	(724) 290-9870

Relocation Sites

Bon Aire	North Main Street Church of God 1201 North Main Street Extension Butler, PA 16001 Contact Person – Valerie Checkeye Phone: 724-285-4214
Mount Chestnut	Mt. Chestnut Presbyterian Church 727 West Old Route 422 Butler, PA 16001 Contact Person: Joyce Laughlin Phone: 724-287-7601
West End	Tanglewood Senior Center 10 Austin Avenue Lyndora, PA 16045 Contact Person: Charlie Roche Phone: 724-287-0021
Bruin	Martinsburg Presbyterian Church 128 Main Street Bruin, PA 16022 Contact Person: Jacob Adams Phone: 724-753-2182 or 724-991-4879
Oakland	Chicora Alliance Church 310 E. Slippery Street Chicora, PA 16025 Contact Person: Mark Wallace Phone: 724-445-3220 or 724-841-9758
Dassa	Moniteau School District 1810 West Sunbury Road West Sunbury, PA 16061 Phone: 724-637-2091 Head Start and Pre-K Counts children will re-locate with the school district.
Rowan & Connoquenessing Valley	Seneca Valley School District 128 Seneca School Road Harmony, PA 16037 Phone: 724-452-6040 Head Start and Pre-K Counts children will re-locate with the school district.

Sugarcreek	Karns City School District 1446 Kittanning Pike Karns City, PA 16041 Phone: 724-756-2030 Pre-K Counts children will relocate with the school district.
Emily Brittain	Butler Area School District 110 Campus Lane Butler, PA 16001 Phone: 724-287-8721 Head Start and Pre-K Counts children will relocate with the school district.
South Butler	South Butler School District 328 Knoch Road Saxonburg, PA 16056 Phone: 724-352-1700 Head Start children will relocate with the School District
Shenango	Shenango Elementary School 2501 Old Pittsburgh Road New Castle PA 16101 Phone: 724-658-5566 Pre-K Counts children will relocate with the school district
ELRC Beaver Office:	Butler County Children's Center, Inc. Administration Building 139 Rieger Road Butler, PA 16001 Phone: 724-287-2761

These sites will be used for emergencies that occur at a particular site. Transportation to relocation facilities will depend on location and distance from site. If not within walking distance, children will be bused to the facility. At our Dassa site the respective school district has agreed that our children could be transported in their buses. If busing is required at any other sites, our agency buses will be used.

In case of a county emergency we would follow directives given by the Butler County Emergency Management Agency.

**CHILDREN AND STAFF
HAVE
RELOCATED TO**

(FACILITY NAME)

(Address)

(Address)