



Emergency Evacuation Parent Letter

Dear Parent/Guardian,

To effectively handle an emergency, International School for Peace has developed an Emergency Evacuation Plan. Our school's staff members have been trained in order to prepare for maximum safety, efficiency, and communication in the event of an emergency. Evacuation and lockdown drills are held regularly. Planning and practice help our staff follow the proper course of action.

The following procedures are necessary and are conducted for the safety and well-being of the students and staff:

In the event of an evacuation from the preschool campus:

- Staff will escort students to Saint Francis Church Office (4625 East River Road, 520-299-9063)
- Parents will be notified by phone within 30 minutes of arrival at the Church Office.
- Pick up will be at the front gate of the church. A staff member will be positioned there to call for individual students to be escorted to the area, and to have the necessary paperwork signed for release.

In the event of an evacuation from the church campus:

- Staff will escort students to the Damian Ranch Community Room (3801 N. Swan Road, 520-481-3752) or Mehl Park, Ramada 3 (4000 East River Road, 520-724-5000). Tucson Jewish Community Center will provide bus transportation, if needed.
- Parents will be notified by phone within 30 minutes of arrival at the Relocation Center.
- Persons picking up children will not drive into the central ranch complex.
- Please pick up your child at Damian Ranch Main Gate Carport (3801 N. Swan Road). A staff person will be positioned there to call for individual students to be escorted to the pick-up area, and to have the necessary paperwork signed for release.

Please Note:

1. If you are unable to pick up your child, contact one of the people you listed on the Student Release Authorization form*
2. Please be advised that all adults picking up children will be asked for photo identification and their names will be checked against the list of individuals authorized to pick up your child on the Student Release Authorization form.*
3. ISP will unlikely be available via phone; for further information on city-wide emergencies, please tune into media broadcasts.

We are doing everything possible to keep your student safe at school. If you have questions or concerns, please call the preschool office at 520-299-8908. Thank you for your cooperation in ensuring the safety of our preschoolers.

Sincerely,

Cathy DeMers

Director

*Emergency contacts listed by parents on the Blue Emergency Card are people the preschool office can call in the event we are unable to reach a parent. People listed by parents on the Student Release Authorization form are contacted by parents to pick up their child. Parents are responsible for keeping the information in their child's file up to date.