



Inspiring Creativity and Curiosity in Children of Our Community Since 1968

Emergency Plan Update:

June 2, 2005 – As of this date, our Emergency Plan has been reviewed and no updates are required.

May 25, 2006 – After the annual training, no changes are necessary at this time. Incorporation of an action plan with regards to a flu pandemic may be necessary in the future. More information is needed.

May 17, 2007 – No changes are needed at this time. Our annual training was held on May 16, 2007.

May 22, 2008 – No changes are needed at this time. Our annual training was held on May 21, 2008.

May 21, 2009 - No changes are needed at this time. Our annual training was held on May 22, 2009.

May 20, 2010 - No changes are needed at this time. Our annual training was held on May 19, 2010.

May 19, 2011 - No changes are needed at this time. Our annual training was held on May 18, 2011.

May 17, 2012 – Due to a change in staff, Deb Walker's responsibilities were assigned to Michelle Kratz throughout the Emergency Plan. Our annual training was held on May 16, 2012.

May 16, 2013 – No changes are needed at this time. Our annual training was held on May 15, 2013. Discussion included in formation in case of intruder.

May 15, 2014 – No changes are needed at this time. Our annual training was held on May 13, 2014.

May 14, 2016 – No changes are needed at this time. Our annual training was held on May 18, 2015.

May 19, 2016 - No changes are needed at this time. Our annual training was held on May 17, 2016.

May 18, 2017 - No changes are needed at this time. Our annual training was held on May 17, 2017.

May 17, 2018 - No changes are needed at this time. Our annual training was held on May 16, 2018.

May 15, 2019 - No changes are needed at this time. Our annual training was held on May 15, 2019.

May 27, 2020 – Meeting held as a Zoom event. New plans to be added with regards to the COVID-19 pandemic. Training held on May 22, 2020.

May 13, 2021 – Fire Safety in person meeting held to review emergency plan, policies and procedures. Additionally, the COVID-19 Health & Safety plan was updated.

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1520 Quarry Road • Towamencin Township • Lansdale, PA 19446

215-368-1135 • Fax 215-361-2545 • www.hopwoodschool.com

Director: Mary@hopwoodschool.com / Assistant Director: Annie@hopwoodschool.com



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September 7th, 2021 – Health & Safety Plan was updated per Governor’s Wolf’s mask mandate policy released on 9/7/21.

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Director: Mary@hopwoodschooll.com / Assistant Director: Annie@hopwoodschooll.com



Hopwood Nursery School

Child Care Emergency Checklists

Date: Updated 5/19/21

These checklists support the Hopwood Nursery School Child Care emergency Plan. When filled in, they are confidential, and not to be released outside the facility, except to emergency response organizations.

CHECKLIST A: DIRECTION AND CONTROL OPERATIONS

The direction and control activities outlined in this annex apply to all emergency situations. Some of the activities, to include annotating when tasks are completed, may be assigned to individual staff. It is important that each person know what (s)he is responsible to do.

Completed or N/A	Item
	Facility Manager in Charge <i>This designates the person</i>
	Annemarie O'Rourke is in charge of the facility
	Mary C. Prichard is 2nd in charge of the facility
	Arthur Casey O'Rourke is 3rd in charge of the facility
	Considerations for Protective Action Decision <i>Evacuation may not be the best decision. Sudden occurrences (explosions, tornadoes, etc.), violent storms/weather conditions, hazardous materials events and an armed intruder or suspicious person outside may make sheltering in place/lockdown options the best choice.</i>
	Monitor Weather Radio.
	Gather information from sources in the facility about the emergency.
	Gather information from County/Local EMA & Emergency Services about the emergency.
	Consider: Is there time to evacuate?
	Consider: Is it safe outside?
	Consider: Is there time to send the children home?
	Consider: Are the children's homes in a danger area?
	Consider: Can the children & staff be safe inside the building?
	Consider: How long will this event last?
	Identify children whose homes are not in safe areas.
	Identify the appropriate protective action.
	Notify parents and staff of protective action decision.
	Modified Activities <i>Emergencies may not affect those protected inside the facility, but may require adjustment of schedule, early dismissal or cancellation of certain activities.</i>
	Cancel all out-of building activities.
	Determine the extent of cancellations and schedule modifications.
	Make provisions to keep those children whose homes are not in a safe area.

CHECKLIST B: PROTECTIVE ACTIONS

Procedures to accomplish one of five pre-planned protective actions: Lockdown, Immediate Shelter, Immediate Evacuation, Shelter in Place or Evacuation to Relocation Facility. NOTE: "Go-Kits" should be pre-prepared to accompany you wherever you need to go. Contents of go-kits are specified.

Completed or N/A	Item
	Lockdown
	Sound the Alarm ("Bull Horn") to lock all doors & shelter children at facility.
	Notify 9-1-1 & Press "Hot Button" located in Center Hallway.
	Police search building to find intruder.
	Notify parents.
	Sound "All-Safe" signal. (Verbal "OK" to all staff)
Completed or N/A	Item
	Immediate Shelter
	Sound Alarm (Bull Horn).
	Move "Go Kits," medications and special needs equipment to shelter area (time permitting).
	Staff lead children in an orderly fashion out of the building to the designated assembly area.
	Notify 9-1-1.
	Staff take attendance as soon as the children arrive in the assembly area.
	Close air intakes for HVAC (time permitting).
	Turn off utilities to avoid fire/explosion (if situation warrants).
	Close windows, blinds, drapes & doors to block debris from becoming missiles.
	Take attendance as soon as the immediate hazard passes.
	Maintains control of the children until instructed to move to another location.
	Brief emergency services when they arrive on-site.
	Search building for hazards.
	Sound "All-Safe" signal (Verbal "OK" to all staff)
Completed or N/A	Item
	Immediate Evacuation
	<i>Some emergencies require that everyone leave the facility as soon as possible. There normally isn't time to arrange transportation or get to another facility. Immediate activation moves everyone to a safe "assembly area" outside, but near the facility.</i>
	Sound Alarm (Bull Horn)
	Ensure that the pre-designated assembly area (lower barn) is safe.
	Evacuation monitors posted in hallways and at doors. <u>Name:</u> Mary Prichard <u>Location:</u> Rear hall doorway <u>Name:</u> Annie O'Rourke <u>Location:</u> Rear big room doorway
	Staff lead children in an orderly fashion out of the building to the designated assembly area.
	Staff take attendance as soon as the children arrive in the assembly area.
	9-1-1 notified.

	Move "Go Kits" medications and special needs equipment to assembly area (time permitting).
	Move to another shelter if the assembly area is exposed to inclement weather.
	Staff maintain control of the children until instructed to return to classroom, or go to another location.
	If safe, search building to ensure that everyone is out Search Team Members: Casey O'Rourke Annemarie O'Rourke
	Brief emergency services when they arrive on-site.
	Determine building is safe from any hazards prior to returning to the facility (request expert advice/assistance as appropriate).
	Sound "All-Safe" signal (Verbal "OK" to all staff)
	Brief emergency services regarding final status.
Completed or N/A	Item
Completed or N/A	Shelter in Place <i>If the emergency makes it unsafe to go outside and there is sufficient warning time, it's best to move the children to a spot in the facility that offers the best protection. It may be necessary to stay there for several hours – or even a few days.</i>
	Ensure that designated shelter areas are ready to receive and shelter children and staff.
	Staff move their assigned children to the pre-designated shelter areas.
	Ensure that children/staff who need help moving have arrived in shelter areas.
	Take attendance to establish accountability for all children and staff.
	Remain in place and await further instructions from designated staff person or emergency services.
	Notify 9-1-1.
	"Go Kits," medications and special needs equipment moved to shelter areas.
	Maintain control of the group until instructed to move to another location.
	Close windows, blinds, drapes & doors to impede debris from becoming missiles.
	Close air intakes for HVAC.
	Reduce all other sources of external air.
	Staff take attendance as soon as they arrive in the shelter area.
	Time permitting, place food and beverages in closed containers.
	Brief emergency services when they arrive on-site.
	Provide meals/snacks to sheltered children and staff if the duration of the emergency warrants.
	Determine building is safe from any hazards prior to returning to normal operations (request expert advice/assistance as appropriate)..
	Sound "All-Safe" signal (Verbal "OK" to all staff)

Completed or N/A	Item
	<p style="text-align: center;">Evacuation to a Relocation Facility</p> <p><i>If the entire neighborhood is in danger, it may be necessary to move the children and staff to another facility that is far enough away to not be in danger. It's convenient if that "relocation facility" is another child care center because it has facilities and equipment. If nothing else is available, the community may have evacuation shelters established.</i></p>
	Notify / Go-To Relocation Facility (1530 Quarry Road, Lansdale, PA)
	Take attendance for accountability and to determine exact number of transport seats needed.
	Notify local and county EMA (ph # 610-631-6530) of failure in transportation resources.
	9-1-1 notified.
	Load "Go Kits" medications and special needs equipment are on transportation.
	Ensure that all children and staff, including those who needing special accommodations arrive in shelter areas.
	Post "Notice of Relocation."
	Take attendance for accountability before departing.
	Take attendance for accountability when you arrive at relocation facility.
	Move children to areas designated for their use at Relocation Facility.
	Retain supervision and accountability for all children.
	Take attendance and report numbers to designated staff person.
	Notify parents of the relocation of children.

CHECKLIST C: EMERGENCY SUPPORT FUNCTIONS

Procedures to accomplish functions required to support emergency action.

Completed or N/A	Item
	Building Security
	Lock facilities, leaving only one entry/exit point.
	Staff checkpoints to ensure there are no intruders (see diagram).
	Communications
	Get information on hazards
	Monitor weather radio to find out about emergencies.
	Monitor local radio/TV stations to stay aware the progress of an emergency
	Communicate with parents
	Use land-line telephone (primary means of communication).
	Make backup communication system available (cell phones).
	Time permitting post current facility status on the facility website (if available.)
	Communicate within the facility
	Sound appropriate alarm for Protective Action decided (evacuate immediately, shelter or evacuate to host).
	Establish contact with relocation facility as soon as evacuation is considered.
	Go Kits
	Contain emergency contact information and pick-up authorizations for all of the children.
	Contain medication and other equipment (with instructions for use) for the children and staff.
	Contain special medical information, including allergies on children and staff.
	Contain first aid supplies.
	Contain water & snacks for everyone (time permitting).
	Medical Emergencies
	Render first aid as needed/feasible.
	Brief Ambulance/EMS personnel when they arrive.
	Medical Procedures
	Review list of special needs children.
	Ensure individual staff are with children with special needs.
	Take all medication to be moved if children relocate (in go-kit).
	Take first aid supplies to accompany the children (first aid supplies in "go-kit").
	Examine all children/staff for injuries after emergency has passed.
	Establish and maintain log of any medication administered.

	Public Utilities
	Shut off Electricity manually.
	Shut off Water manually.
	Shut off Gas manually.
	Important Records
	<i>When possible, important records, including business records should be backed up regularly and stored in a secure site away from the facility.</i>
	Put emergency contact information and parental permissions in "Go-Kit".
	Recovery
	Develop a plan based on damage survey to clean up the center and make it safe for reoccupation.
	Begin clean-up and repair.
	Keep records of costs for insurance reasons

Hopwood School & Camp Child Day Care Emergency Plan

Part I Basic Emergency Plan

*Hopwood School & Camp
1520 Quarry Road
Lansdale, PA 19446
215-368-1135*

Last Update: 5/19/21

Foreword

This emergency plan describes the procedures that will be used by the Hopwood School & Camp to provide for the care and the well-being of the children under our care and our staff. This plan is meant to address extraordinary circumstances that threaten lives and property. The procedures outlined in this plan constitute those temporary measures that will be taken to provide the best available protection for persons under our care. The plan relies on the organization and procedures that are followed on a day-to-day basis. The intent is not to introduce new ways of doing things during high-stress situations.

Much of the information that is needed to implement a plan like this one should be treated as sensitive. The exact locations of shelters and assembly areas and the routes to be taken during an evacuation may be useful information to potential criminals. For this reason, parts of the plan will not be released to the general public. Important details from the plan are sent home with parents in orientation materials and periodic mailings. The entire plan is available for parents to review in the facility.

The plan itself is organized into three parts; the "Basic Emergency Plan", a series of checklists and a series of supporting documents. The basic emergency plan provides overall concepts and assignment of responsibility. It does not contain great amounts of detail. The detail in the attachments and checklists should be confidential. The information in the checklists is arranged by function, recognizing that the evacuation planned for a HAZMAT spill will work just as well for a winter storm (and probably gets practiced several times each year.)

Public safety officials should be aware of the provisions of this plan. The Department of Public Welfare licensing representative will also review the plan when inspecting the facility. The responsibility of the day care facility is to maintain and implement the plan. A current copy of the plan will be provided to the county emergency management agency.

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Basic 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 local and county government and emergency services.

2. SITUATION AND ASSUMPTIONS

- The Hopwood School & Camp is located at 1520 Quarry Road, Lansdale, PA 19446 and normally has approximately 70 children and 12 staff from September through May and approximately 160 children and 30 staff from June through August. Normal operating hours for the facility are 6:30 a.m. to 5:30 p.m. Monday through Friday. The facility assumes responsibility for the health and safety of the children attending the facility.
- The facility is located in Towamencin Township, Montgomery County whose emergency management agency will be the primary source of governmental assistance during an emergency.
- Assistance during emergencies will be dispatched through the Montgomery County 9-1-1 and be coordinated by the Montgomery County Office of Emergency Preparedness (Department of Public Safety)

Montgomery County Office of Emergency Preparedness
Jason Wilson, Deputy Director
50 Eagleville Road
Eagleville , PA 19403

Office: 610-631-6530
Fax: 610-631-6536

- The facility may be subject to the following natural disasters and emergencies:
 - Natural Disasters (e.g. flood, blizzard, etc.)
 - Technological Disaster (e.g. HAZMAT spill, power outage)
 - Security Emergencies or Disasters: (e.g. domestic violence, intruder)

3. CONCEPT OF OPERATIONS

- General:
 - Direction and Control – The facility director will assume responsibility for emergency actions until the arrival of emergency service personnel.
 - The facility director will gather and record information necessary to determine appropriate emergency actions.
 - In an emergency, staff and resources will be focused on providing for the safety and well being of children and staff.

- In the absence of the Facility Director, the following facility person(s) will take charge:
Primary: Annemarie O'Rourke
Secondary: Casey O'Rourke

- Regular drills on emergency plans, procedures and duties will be conducted to:
 - Provide training for staff, including substitutes;
 - Orient children on emergency procedures and responsibilities; and
 - Develop skills needed for a real emergency.

- Accountability
 - Children will be released to adult(s) designated by the parent;
 - In case of an evacuation, attendance will be taken at the assembly area, upon boarding and exiting the emergency transport vehicle(s) and upon the arrival at the relocation facility.

4. ORGANIZATION AND RESPONSIBILITIES

- Day-care facility director will:
 - Be familiar with emergency plans for the municipality (borough, city, township and county).
 - Ensure agreements of assistance are current with relocation facilities and transportation providers (if applicable).
 - Determine a course of action to be taken during an emergency.
 - Maintain this plan in a current and usable state.
 - Notify parents to tune to local media for information during the emergency.
 - Ensure that parents are aware of what is happening to their children.
 - Keep the staff aware of the status of the emergency.
 - Determine the number and types of transportation needed if evacuation or relocation is required.
 - Take children's emergency records to the evacuation/relocation site.

- Staff will:
 - Review and assist in keeping plans and checklists current.
 - Maintain supervision of children until they are released to parents or guardians.
 - Perform special assignments as specified in the plan checklists (Part II).
- Parents are requested to:
 - Be familiar with plans and procedures for ensuring safety of the children.
 - Tune to designated local media for information and instructions during an emergency.

5. AUTHORITY AND REFERENCES

(DPW bulletin #3001-03-01 attached)

6. PLAN DEVELOPMENT, MAINTENANCE AND DISTRIBUTION

- The legal entity/owner/operator of the day care facility is responsible for:
 - The development, execution and maintenance of the emergency plan.
 - Annual review and update of the plan.
- Distribute the Emergency Plan to:
 - Montgomery County Office of Emergency Preparedness (Department of Public Safety)
 - Other related organizations listed below *(Be sure to include all involved emergency response organizations and any labor organizations representing staff):*

7. CONCURRENCE WITH OUTSIDE RESOURCES

We have examined this plan and are aware of requirements.

Date	Organization	Signature	Date Plan Received	Copy Number

NOTE: This table can have as many lines as needed to accommodate the agencies reviewing and concurring. You should get concurrence from all outside agencies that will play a role in plan implementation, especially those that you're depending on to provide resources (shelter space or transportation).. Ideally, they will be involved in the planning process. You need one (1) original of this page. Copies of the page can be placed in the distribution copies of the plans.

8. RECORD OF CHANGES

Date of Change	Summary of Change	Signature of Person Making Change	Date Change Distributed

This plan supersedes all previously developed emergency plans.

Signature of facility/owner/operator

Date

Hopwood School & Camp
Child Day Care
Emergency
Plan

Part III
Supporting Documents

Hopwood School & Camp
1520 Quarry Road
Lansdale, PA 19446
215-368-1135

Date: 5/19/21

ATTACHMENT 1 – NOTIFICATION PHONE LIST

CHILD DAY CARE FACILITY/OFFICE/AGENCY	TELEPHONE #
Facility Director Mary C. Prichard	(O) 215-368-1135 (H) 215-368-1135
Facility Staff Roster *See Attached list	
County Emergency Management Agency Montgomery County Office of Emergency Preparedness (Department of Public Safety)	(O) 610-631-6530
Municipal Emergency Services Towamencin Township Police Department	911
Day care facility Relocation Facility 1530 Quarry Road, Lansdale PA (Barn and/or Owner's residence)	
Facility Transportation Provider(s) N/A	
Parent/Guardian Roster *See Attached list	

ATTACHMENT 2 – TRANSPORTATION ASSETS

If it becomes necessary to relocate the children to a safer location, they will be moved by foot to 1530 Quarry Road, Lansdale PA.

Number of children/staff who will need to be moved approx. 82

Amount of supplies/records that will need to be moved approx. 6 boxes

Vehicles that will be used: N/A

ATTACHMENT 3 – HOPWOOD SCHOOL & CAMP ASSEMBLY AREA

Shelter areas and staffed checkpoints

ATTACHMENT 4 – EVACUATION PLAN MAP TO RELOCATION CENTER

**DRAWING OF EVACUATION ROUTE FROM HOPWOOD SCHOOL & CAMP, MONTGOMERY COUNTY
TO 1530 QUARRY ROAD LOCATION FACILITY, MONTGOMERY COUNTY**

Map from day care to relocation center

ATTACHMENT 5 – COMMUNICATIONS WITH PARENTS/GUARDIANS

To the Parent (s)/Guardian (s) of _____:

This letter is to assure you of our concern for the safety and welfare of children attending **Hopwood School & Camp**. Our Emergency 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* Students are 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 a relocation facility at **1530 Quarry Road, Lansdale, PA**
- *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 **WNPV AM 1440** for school specific information and **KYW 1060 AM** for county and state announcements relating any of the emergency actions listed above.

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

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the day care facility no later than **1 week from receipt of this letter**. 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.

I 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, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact **Mary C. Prichard (Director)**

Sincerely,

Mary C. Prichard, Director

ATTACHMENT 6 – CHILD PICK-UP AUTHORIZATION

* See filed individual EMERGENCY CONTACT FORMS

ATTACHMENT 7 – SELECTION OF “CLOSEST SHELTER”

If it is unsafe for the occupants of the facility to go outside, provisions should be made to provide “protected spaces” inside. Depending on time available, staff should move their groups of children to the “closest shelter” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall-hangings secured so that they will not fall onto occupants.

Suggestions are:

- Interior halls,
- Rest rooms, closets or other small areas
- If hallways are not suitable, use the inside wall of a room.

Have everyone sit facing the wall, protecting their head and face with their arms against the wall.

ATTACHMENT 8 – SELECTION OF INTERIOR SHELTER

If it is unsafe for the occupants of the facility to go outside, and there is time to move to the best available shelter, provisions should be made to provide “protected spaces” inside the facility.

These spaces should:

- Be in the interior of the building, away from glass that may shatter.
- Not be in rooms with large ceiling spans (like gymnasiums or auditoriums) that may fall if subjected to shaking from an earthquake or tornado.
- Have furniture and wall hangings secured so that they will not fall onto occupants.

Suggestions on where to find these “protected spaces” are:

- In multi-story facilities.
 - Use identified shelters or basements.
 - Use first floor interior halls.
 - Use rest rooms or other enclosed small areas away from large glassed-in areas or large open rooms.
- In one-story facilities.
 - Use identified shelters.
 - Use basements and interior hallways.
 - Use rest rooms or other areas away from large glassed-in areas or open rooms.

If hallways are not suitable, use the inside wall of a room on the opposite side of the corridor from which the storm is approaching.

In either one or multi-story facilities rest rooms are usually suitable, especially if the room is centrally located.

ATTACHMENT 9 - NOTICE OF RELOCATION POSTING

HOPWOOD SCHOOL & CAMP

CHILDREN AND STAFF

HAVE

RELOCATED TO

1530 Quarry Road, Lansdale, PA

The facility is located 200 yards up the hill from the school

ATTACHMENT 10 – EMERGENCY KITS AND SUPPLIES

This list contains the **minimum** items you should have in your center in case of an emergency.

Center Emergency Kit *LOCATED IN DIRECTOR'S OFFICE*

- ❑ Copies of all contact lists
 - *For families **and** staff, include the name, phone number, and e-mail as well as information for someone preferably out-of-state, at least out of the immediate area*
 - *Phones numbers and e-mails for your Sponsor Liaison and/or immediate Supervisor*
- ❑ Flashlights with extra batteries
 - *Long-life, emergency flashlights*
- ❑ Battery-operated radio and extra batteries
 - *AM/FM, weather band/TV band*
- ❑ Manual can-opener
- ❑ First Aid Kit
 - *Add gloves and Kleenex*
- ❑ Notepad and pens/pencils
- ❑ Scissors
- ❑ Hand-Sanitizer and cleansing agent/disinfectant
- ❑ Whistle
- ❑ Disposable Cups
- ❑ Wet Wipes

In the Center in General

- ❑ Charged cell phone
- ❑ One gallon of water for every four children and staff
- ❑ Disposable cups
- ❑ Non-perishable food items like soft granola bars, cereal, cheese and crackers, cans of fruit, and special infant items, etc. – should be nut-free in case of allergies
- ❑ Extra supplies of critical medication such as insulin, epi-pens, etc. for children and staff

Each Child Should Have:

- ❑ A change of seasonally appropriate clothing
- ❑ A blanket

Location of Emergency Kits: SUPPLY ROOM

Locations of Additional Emergency Supplies: KITCHEN

Location of Cell Phone: WITH DIRECTOR



Inspiring Creativity and Curiosity in the Children of our Community Since 1968

Dear Parents,

This letter is to assure you of our concern for the safety and welfare of children attending the Hopwood School & Camp. Our ongoing efforts to increase security and safety for your child is based on our own decisions as well as our obligations to comply with new Pennsylvania Department of Public Welfare (DPW) and Pennsylvania Emergency Management Agency (PEMA) statewide mandates for safety and emergency preparedness. Our Emergency Operations Plan provides for response to all types of emergencies. A copy of our plan is available for your review in the school office.

In brief, depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation* Students are 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 a Relocation Facility at **1530 Quarry Road, Lansdale.**
- *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 that make it unsafe for students (such as utility disruptions,) but may be necessary in a variety of situations.

Please listen to **WNPV AM 1440 (school specific information) or KYW AM 1060 (county and/or state wide emergencies)** for announcements relating any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we've taken one of these protective actions. We will also call you when we've resolved the situation and it's safe for you to pick up your child.

I 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, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact me.

Sincerely,

Mary C. Prichard

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