

To: Chelten Child Development Center Families
RE: Emergency Operations Plan

This letter is to assure you of our concern for the safety and welfare of children attending our school. 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:

Safe Haven Area

Students evacuate to a safe area on the grounds of the facility in the event of a fire, interior hazardous material accident, oil spills and any other situation that would warrant evacuation. This area will be in the playground and/or the grassy areas on the north side of the building.

In-Place Sheltering

Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. In such an event, children will be sheltered in the inner hallways or the Youth Room on the lower level.

Evacuation

Evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Jarrettown Elementary School located at 1520 Limekiln Pike, or to a site designated by the Montgomery County Emergency Management Agency.

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 makes it unsafe for students (such as utility disruptions,) but may be necessary in a variety of situations.

Please listen to KYW News Radio or television for announcements relating to any of the emergency actions listed above. Our school closing number is 311.

In the event of a serious emergency, please know that our school and church staff will remain in the building with your child as long as needed, until you are able to come or send someone for him/her. A special form designating persons to pick up your child is included with this letter. This form will be kept in a special file for emergency situations only. It will be your responsibility to update this form as necessary.

Because phone service often is interrupted during emergencies, arrangements for your child's care should be made ahead of time. Whoever comes to pick up your child (whether you, someone on your emergency list or someone else) should be prepared to show identification. We also suggest that you select a family code word to give to anyone whom you would allow to pick up your child. Please expand your list of people permitted to pick up your child and give written permission on this form to anyone you think would possibly be sent for your child in the event of an emergency. If your child is released to someone designated on this form, we will keep a record of their intended destination.

We are also assembling emergency supplies which will be kept here at CCDC. We would gladly accept donations of non-perishable foods, such as granola bars or cereal & milk bars to refresh our current supply. These have a long shelf life and would suffice to serve as a nutritious snack during any emergency. Below is a list of other items which would be greatly appreciated to add to our stocks.

Thanks for helping us to keep our school as safe and prepared as possible. We desire to be wise in preparation while ultimately resting in our faith in God who holds all our futures in His hands.

In His Service,

Pam Post & Kelsey Mahan

IF YOU WOULD LIKE TO DONATE ITEMS TO OUR EMERGENCY SUPPLIES, THESE ARE ITEMS WE COULD USE.

We need lots of PEANUT FREE:

- Cereal and Milk Bars
- Granola bars
- Bottled water (20 oz. size 6- or 12-packs)

We need a small supply of:

- Wet wipes
- Tissues
- Zip-loc bags
- Small Trash bags

Please place your items in the collection box by the parent info table. Thanks!

