

****Please sign and return the last page****



Dear Families,

In compliance with the Senate Bill 356, we are now required to have a written emergency preparedness plan. The plan covers emergency situations that require evacuation, sheltering in place and other protection of children, such as in the event of fire, natural disasters or other threatening situations. (For more information the specifics of this bill, please go to <http://mlis.state.md.us/2009rs/billfile/sb0356.htm>)

Four of our staff have taken the emergency preparedness class, and we have collectively written our emergency plan. It has been reviewed and is on file. The plan, in its entirety is in the WEE office, available at any time for parents to review. Attached is a summary of the plan for you to review. Keep this information concerning our possible evacuation sites in a handy place. Sign the sheet attached and return with your packet of forms. A signed receipt of the emergency plan is required to be in every child's file. You can be assured that our goal, first and foremost is to keep your children safe at all times.

We currently have fire drills every month with your children. They know and understand the sound of the fire alarm. They also begin to understand that they are to drop everything and out the door we go. We meet at the sidewalk by the parking lot. We also have other emergency drills twice a year. The children will not be aware of why and what, just that we will be moving to different areas of the building. I would encourage you to have fire drills at your home, and even discuss places that your children can go to if there is an emergency. This is not a plan to scare children, but to empower all of us as we work to stay safe.

You are all encouraged to stop by the office and review the plan in its entirety.

Thank you,

Angela Peterson
Director

MSDE® Accredited & Maryland EXCELS Level 5

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{ Good beginnings never end }

EMERGENCY RELOCATION OR EVACUATION OF CENTER

Depending on the nature of the emergency, you may be told to do one of three types of evacuation procedures. These include the following:

***Sheltering in place:** Keeping childcare attendees and staff in place, but securing the location for the emergency that has presented itself. A good example of this would be a tornado emergency.

***Evacuation of facility:** Movement of childcare attendees and staff out of buildings that are affected by the emergency and relocating them to other areas of the facility.

***Off-site evacuation:** Movement of childcare attendees and staff out of the entire facility and to a designated shelter.

The following have been designated as safe areas for this facility in each of the three evacuation procedures:

Shelter in Place #1 (Tornado):

Building Location: Music Room

Shelter in Place #2 (Lockdown)

Assembly Location: Music Room

On-site evacuation (In the facility)

Assembly Area: Sanctuary

On-site evacuation (On facility grounds)

Outside Assembly Area: Parking Lot

Off-site evacuation (Site #1)

Location: Cambridge School

Contact Person: Heather Strube

Address: 6200 N. Charles Street, Baltimore, MD 21212

Telephone: 410-486-3686

Off-site evacuation (Site #2)

Location: Central Presbyterian Preschool

Contact Person: Sandy Pilotte

Address: 7308 York Rd., Towson, MD 21204

Telephone: 410-823-6164

If the community area is evacuated and the Center needs to relocate outside of walking distance, children will be transported by teachers in private vehicles and location will be posted on all school doors of the center and on the school's voice mail. *Only parents and persons identified for pick-up on emergency cards will be allowed to pick up child. Identification will be required.

I have reviewed the summary of the Woodbrook Early Education Center's Emergency Preparedness Plan. I understand that there is a complete copy of the Emergency Preparedness Plan in each classroom and in the WEE Center's office for my complete viewing if I choose to.

Parent Signature

Date

Child's Name