###### EMERGENCY DISASTER PLAN UPDATED LAST ON NOV-19-2021

To the Parent (s)/Guardian (s) of ***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

This letter is to assure you of our concern for the safety and welfare of children attending ***Elco Child Care Center llc.*** 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 case of inclement weather, we may then proceed indoors at a neighbor’s.
* *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. We currently have 2 available, they are:
	+ Emergency Relocation Facility A at Myerstown Borough Office
	+ And Emergency Relocation Facility B at Lebanon Walmart

If it ever becomes necessary to relocate, a sign will be posted on the door stating which facility we’ve gone to (A or B). **If you’re not sure how to get there, please ask for directions before there is an emergency.**

 - Lockdown:

If unable to exit building due to a visible intruder we will lock all doors.

Turn off lights, secure room, barricade & shelter children taking a head count. Notify 911, text message other in-charge persons using your cell with volume turned off notify of any missing children & our location, keeping children calm & quiet till all clear is given.

Special Accommodations:

Children, staff and families of Elco Child Care Center LLC who require special accommodations due to special needs, disabilities and other assistance will be accommodated in a way to keep them safe. Examples would be sheltering in first floor office, carry technique, arm to assist, meds that are reasonably available.

*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 WGAL channell 8 news for 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 facility director will provide an alternate phone number to call in an emergency event. Please allow Elco Child Care Center llc to contact you first.*

The form designating persons to pick up your child is included with this letter for you to complete and have returned to the child care facility no later than the first day of enrollment***.*** 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 realize that emergency circumstances may require changes to your plans, but I urge you to not attempt to make different arrangements if at all possible. 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 Pat & Serena Moore 717 866-7312

Sincerely,

***\_Pat & Serena Moore\_***

***\_\_\_Owners\_\_\_\_\_\_\_\_\_***

**\*THIS DOCUMENT IS PART OF THE CHILD’S FILES AND AVAILABLE UPON AN EVENT OF AN EMERGENCY**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, authorize Elco Child Care Center LLC to release my child(ren) to the person(s) designated. This is in consonance with the Elco Child Care Center LLC Emergency Plan.

**Child’s Name Designated Custodian (s), Name, & Relationship**

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

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Your Signature Relationship Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address

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Address

(Home Phone) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Work)\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Cell)\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*NOTE: Parents and guardians should designate themselves as designated*

*custodians. Friends, neighbors and other relatives may also be designated.*

*PLEASE PRINT CLEARLY.*