

PROVISIONS OF THE EMERGENCY PREPAREDNESS AND RESPONSE PLAN

Parents must be informed of the provisions in the center's Emergency Preparedness and Response Plan (Subsidy Inspection Requirements for Child Day Centers VENDSUB-000-(8)-024)

To the Parent (s) of _____
(child's name):

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

(insert name of child day center).

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*- Children are evacuated to a safe area near the center in the event of a fire, etc.
- *Shelter-in-place/lockdown* - sudden occurrences, weather, or hazardous materials in the area may dictate that taking cover inside the center is the best immediate response.
- *Relocation* Total evacuation of the center may become necessary if there is a danger in the area. In this case, children will be taken to a relocation site at _____

(insert name/physical address of relocation site)

We will have your contact information with us and you will be contacted as soon as possible following any emergency action so that arrangements can be made for you and your child to be safely reunited.

In your child's record at this center are the names of persons you have authorized to pick up your child if you not able to do so. Please ensure that only those persons you have authorized attempt to pick up your child.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures or would like to view our *Emergency Preparedness and Response Plan*, please let us know.

Parent Signature

Date