



Children's Outreach Ministries
Mechanic Grove Church of the Brethren
1392 Robert Fulton Highway
Quarryville, PA 17566
717-806-2163

SUBJECT: Emergency Evacuation Plan

TO: Parents of Child Care, CLASP and Summer CLASP

FROM: Aliza Kraynak, Administrator

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Our child care center's philosophy is to keep your child(ren) safe at all times when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local emergency management is aware of these plans. The specific type of emergency will guide where and what special care will be provided.

- **Shelter at the site:** This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threat. In this plan, children will be cared for indoors at the center and the center will be secured and locked to restrict entry. Parents will be notified if they need to pick up their child before their regular time.
- **Evacuation to another site:** This plan would be put into place in the event that it is not safe for the children to remain at the center. In this situation, staff has predetermined alternate sites for care. The choice of site is determined by the specific emergency and what would be an appropriate alternate site.
 - o **Local relocation facility:** Family Life Center at Chestnut Level Presbyterian Church, 1068 Chestnut Level Drive, Quarryville, PA 17566, 717-548-2763
 - o **Relocation facility:** Lancaster County Career and Technology Center – Willow Street, 1730 Hans Herr Drive, Willow Street, PA 17584, 717-464-7050
- **Method to contact parents:** In the event of an emergency, parents will be called, a note will be placed on the door. You can also check for information on our website www.mgcb.org or call our main office at 717-786-2723. We will transport the children to the alternate site.
- **Emergency ends/reuniting with children:** When the emergency ends, parents will be informed and reunited with their children as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event if an actual emergency, please do not call the center – it will be important to keep the lines open. If you have any questions regarding this information, talk with the Center Director or Administrator.