



## Basic Emergency Plan

Lois Johnson Extended Care – Penn

To Parent (s) and/or Guardian (s),

This letter is to assure you of our concern for the safety and welfare of children attending *Lois Johnson Learning and Child Care Center at 110 Woodlet Lane, Bethel Park, PA 15102*. Our Emergency Plan provides for the 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-place Sheltering:** Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Lockdown:** Students are sheltered in the safest location in building, given a sudden emergency.
- **Evacuation:** Total evacuation of the facility may become necessary if there is danger in the area. In this case, children will be taken to the relocation facility at *Washington Elementary School*.
- **Modified Operation/ Contingency Plan:** This 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 may make it unsafe for children but may be necessary in a variety of situations.

Please check for email and Facebook announcements relating to 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 form designating persons to pick up your child is included on your “Emergency Contact/ Parental Consent Form” that you complete upon enrollment and update every 6 months. 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.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have any additional questions regarding our emergency operating procedures, please contact Ashleigh Bell at 412-835-7324.

Sincerely,

Ashleigh Bell and Jill Bianco, Co-Owners 2XtremeMoms LLC