

To the Parent (s)/Guardian (s) of _____:

This letter is to assure you of our concern for the safety and welfare of children attending The Discovery Zone Learning 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: 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 3 available, they are:

- 1) Lower Chichester Township Community Center—(610) 485-1472 (Twp. Ofc.)
1410 Market Street, Linwood, PA 19061
610-656-5510 (Cell for Vince McCormick, V.P. Board)
- 2) Ward Funeral Home—610-485-2425 (Office)
1459 Market Street, Linwood, PA 19061
610-312-3363 (Cell for Chris Oakes, Mgr.)
- 3) Mike's Pizza (dining room)—(610) 485-6065
12 E. Ridge Road, Linwood, PA 19061
610-485-6063 (Mike)

If it ever becomes necessary to relocate, a sign will be posted on the door stating to which facility we've gone.

If you're not sure how to get to one of the above locations, please ask for directions BEFORE there is an emergency.

- 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 check Fox Philly WPVI, Facebook, Website and E-mail 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 may provide an alternate phone number (ie. cell phone number, etc.) to call in an emergency event.

The form designating persons to pick up your child is included with your registration and it is important that it be completed with as many options as you are comfortable with in case of an emergency. 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 cooperation. Should you have additional questions regarding our emergency operating procedures, contact me or my staff in the office.

Sincerely,

A handwritten signature in cursive script that reads "Melissa O'Brien". The signature is written in black ink and is positioned to the left of the printed name.

Melissa O'Brien, Executive Director