

Disaster Plan

Please read the following information regarding unexpected crises at the preschool.

Chemical Attack: Everyone goes to the gym. It is the largest area; the windows are high and sealed. We remain there until further instructions from local government agencies.

Fire: Children are evacuated and contained in the Spring Garden parking lot until we can move them safely to the Parish Office, where parents pick them up.

Earthquake: Children are kept in the safest area on St. Clare property, which may include the preschool, school, parish office or church, depending on damage in surrounding buildings.

If any of these occur, we call radio station KEX 1190 AM, notify them of our situation, and what action is being taken. We also put a message on our voice mail as to how we are proceeding and what parents should do. If phone lines are down, we have cell phones to call the radio station. If possible, we also send out an email notification.

School Lockdown

As per police recommendations, the following procedures will be implemented for school lockdown:

- Doors will be locked.
- Blinds will be closed. Children will be moved to inside classrooms with no windows.
- No one will be permitted to enter or leave the building.
- If possible, an emergency email will be sent out explaining the circumstance.
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel. Please do not call the school so the phone will be available to emergency personnel.

Emergency

Should there ever be an emergency at school, we will send out an emergency e-mail, if we are able. It will be marked as an emergency with specific instructions to follow. For example:

Please be advised that St. Clare Preschool is in a lockdown mode at the request of the police. There is a hostage situation two blocks from the school. We will notify you when the lockdown is lifted. Please stay tuned to your TV and radios, and frequently check your email for notices from Nancy Melzer. Do not try to enter the building to pick up your children. We will notify you by whatever means is available to us when it is safe to do so.

We ask those of you who have signed up for e-mail to be alert during the course of each day just in case something should happen. For those of you who do not have e-mail, we will try to contact you by phone.