

## **Emergency Operations Plan**

To the Parent(s)/Guardians(s):

This letter is to assure you of our concern for the safety and welfare of children attending TCDN programs. 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-place sheltering**: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- **Modified Operation**: May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.
- **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 the site specific locations below ;
  1. **TCDN Preschool**- The children will be taken to SASC (our building at the Swarthmore Rutledge Elementary School at 100 College Ave.)
  2. **NPASC**- Garden City Firehouse
  3. **OASC**- The Swarthmore College Field House
  4. **SASC** - The TCDN preschool building
  5. **BSC**- The TCDN preschool building
  6. **Explorers** The TCDN preschool building
  7. **WASC**- NP Township Building/Police Station

Please listen to **KYW 1060** 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 to emergency personnel.**

In order to assure the safety of your children and our staff, I ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please feel free to contact me.

Sincerely,

Cindy Murray  
TCDN Director