



This letter is to assure you of our concern for the safety and welfare of children attending Prince of Peace Pre-School. Our emergency plan provides for response to all types of emergencies. Depending upon 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 taking cover inside the building as 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. The first relocation facility is Christian Life Academy, at 133 Junction Road in Brookfield. The second relocation facility is Huckleberry Hill Elementary School at 100 Candlewood Lake Road in Brookfield.
- *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. When possible, a school email will be sent to parent/guardian provided email addresses alerting families of modified operation. Also, please check local TV stations for announcements relating to any of the above emergency actions.

We ask that you do not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. *The School Director may provide an alternate phone number (i.e. cell phone number, etc.) to call in an emergency event.*

The form designating persons to pick up your child is included for you to complete. This form will be used any time your child is released in an emergency situation. Please ensure that only those persons you list on the form attempt to pick up your child.

I specifically urge you **not** to attempt to make different arrangements during an emergency. 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 and cooperation. Should you have additional questions regarding our emergency operating procedures, please let me know.

Sincerely,

Heidi Riddle
Director, Prince of Peace Pre-School

Prince of Peace Pre-School Student Release Authorization

I, _____, authorize Prince of Peace Pre-School to release my child(ren) _____ to the persons designated. This is in consonance with Prince of Peace Pre-School's Emergency plan.

Name: _____

(Parent / Guardian #2):

Phone Number 1 _____

Phone Number 2 _____

Name: _____

Relationship to Child: _____

Phone Number 1 _____

Phone Number 2 _____

Name: _____

Relationship to Child: _____

Phone Number 1 _____

Phone Number 2 _____

Name: _____

Relationship to Child: _____

Phone Number 1 _____

Phone Number 2 _____

Name: _____

Relationship to Child: _____

Phone Number 1 _____

Phone Number 2 _____

Parent /Legal Guardian Name: _____ Date: _____

Parent/Legal Guardian Signature: _____

Address: _____

Phone: (Home) _____ (Work) _____ (Cell) _____

For Office Use Only

Type of Emergency: Lock Down Shelter in Place Evacuation Relocation

Date of Emergency: _____

Time of Pick-up: _____

Written Name of Person Picking Up Child: _____

Signature of Person picking up Child: _____