

SPNDS Emergency Operations Plan

This letter is to assure you of our concern for the safety and welfare of children attending SPNDS (Swarthmore Presbyterian Nursery Day School) programs. Our plan, developed with the Swarthmore Presbyterian Church, provides for response to all types of emergencies. The plan includes the “Basic Emergency Plan,” a series of checklists, and a series of supporting documents. The Plan is reviewed annually, and a current copy is provided to the county emergency management agency, the local Police Department Chiefs by our church partners (Church Pastor and session leadership)

A copy of the Emergency Plan is available on site for you to view in detail.

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 until other action is determined, etc.
- In-Place Sheltering/Lock Down: Sudden occurrences, weather or hazardous materials related, outside intruder, etc. 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 a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary for 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 one of two site-specific alternate locations. The Emergency Operation Plan also includes plans to contact families.

We ask that you not call during an emergency. This will keep the main telephone line free to make emergency calls and relay information to emergency personnel.

Families will be contacted via telephone/email and or Brightwheel, if any of the emergency actions listed above take place. SPNDS staff will have all family contact information with them to notify families as quickly as possible and inform you of a course of action. To ensure the safety of your children and our staff, we ask for your understanding and cooperation. If you have questions about our emergency operations procedures, please contact the SPNDS Administrative Office.

Deborah Hansen

SPNDS Director

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