



Notice of Emergency Plan of Action

This letter is to assure you of our concern for the welfare and safety and welfare of children attending Montessori Academy of Lancaster. 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 the 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 relocation facility at *Kreider Farm, 2701 Weaver Road, Lancaster, PA 17601*.
- **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.

Please watch **WGAL (channel 8)**, **WITF (PBS)**, or listen to radio stations **WLAN FM 97 (96.9)**, **WARM 103 (103.3)**, or **NPR** for announcements relating to any of the emergency actions listed above.

In order to keep the telephone lines free during an emergency, we ask that you not call during the emergency.

The form designating persons to pick children are kept on file. Please ensure that only those persons designated list on the form attempt to pick up children.

We specifically urge parents NOT to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties.

We appreciate your support, understanding and cooperation in ensuring student safety is a top priority. Should you have any additional questions regarding our emergency operating procedures, please contact Karen at (717) 560-0815.

Complete emergency plan available upon request