



Subject: Communications Plan during an Emergency

Dear Parent(s)/Guardian(s):

This letter is to assure you of our concern for the safety and welfare of children attending Kaye Kare Child Care Center. Our Emergency Operations Plan provides for response to all types of emergencies. Depending on the circumstances 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.
- 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 at Sunrise Retirement Home, 330 North Washington Street, Falls Church, VA 22046 (703-534-2700).
- Modification Operation: May include cancellation ion/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions) but may be necessary in a variety of situations. Please listen to WTOP radio station/Channel 9-CBS Local News for announcements relation to any of the emergency actions listed above

Please listen to WTOP radio station/Channel 9-CBS Local News for announcements relation to any of the emergency actions listed above. We ask that you not call during and emergency. This will keep the main line telephone free to make emergency calls and relay information. We will call you to let you know that we have taken one of the protective actions. We will also call you when we have resolved the situation and it is safe for you to pick up your child. The Director may provide an alternate phone number (i.e. cell phone number etc.) to

call in an emergency event. 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 responsibilities during the emergency.

It is imperative that you provide us with the most up-to-date contact information and your preferred authorized pick-ups. Please ensure that only those persons you list on the form attempt to pick up your child. Your child will only be released to authorized pick-ups listed in our database. The best method to update your account information is to email us at info@kayekare.com.

Regards,

Marsha Kaye