

Dear Parents of Old Union Nursery School,

This letter is to inform you of the measures that Old Union Nursery School has set up in case of an Emergency in our building. There are different types of emergencies and we want you to be aware of our policy.

In case we need to find shelter in our building we will follow our In Place Procedure:

In Place - Staff and children will proceed to basement where we have phone and access to outside. When emergency ends, parents shall be notified via cell phones and email.

In case we need to leave the premises we will follow our Location Procedure:

Location - Staff and children will evacuate building using the same evacuation plan as a fire drill and meet in large field next to playground. Staff will take head count and proceed to the Hedgrow House, where parents will be notified by staff using cell phones and group email.

All of these procedures are in place and the staff has been trained on them. As in any emergency, as soon as we have made sure each child is safe we will contact you. If you have any questions or concerns about this plan, please feel free to see any staff member.

Sincerely,

Old Union Staff