

DISASTER PLAN

Dear Parents,

The physical safety and emotional security of your children is of great importance to the staff of The Village Church Preschool. A written disaster plan has been created to help direct the actions of our competent staff members in the unlikely event of a major earthquake or other disaster such as fire or flood which could occur during school hours.

There are four basic areas of preparedness, which are in the plan and are reviewed at the beginning of each school year.

1. **STAFF EDUCATION:** Staff members on an annual basis review their duties and responsibilities in the disaster plan and update their CPR certification.
2. **EDUCATION OF THE CHILDREN:** Once a month teachers perform a fire drill with the children.
3. **PHYSICAL PREPAREDNESS OF THE SCHOOL:** Storage of water, food, first aid supplies, etc. have all been secured and are checked annually.
4. **INFORMATION TO PARENTS:** I want to first of all let you know that such a program exists and what part you have in this program.
 - A. PLEASE sign your child in and out on the log sheets provided each day they attend. The first step of our disaster plan states, "head count and aid to injured". The sign-in logs are necessary to accomplish this.
 - B. Probably the greatest fear both children and parents experience when a disaster occurs is being separated from their family members. The teachers are trained in helping your children cope with these emotions. You can help by *providing a photo of family members (include pets too) and put it in a small zip-lock bag.*
 - C. During the Los Angeles and Whittier earthquakes, many people were able to reach out-of-state parties by phone more readily than they could reach parties in the local area. Every family should establish 2 out-of-state persons who agree to be a contact for separated family members that are unable to get through by conventional local communication systems.
 - D. Lastly, the effect disasters have on roads could make it difficult for you to reach your children in a timely manner. Please be assured that we do have a competent staff that will remain with your children until you are able to pick them up. If we are requested to evacuate the building, signs will be posted on the classroom doors or building giving directions to our new location.

The thought of a possible major disaster is not a pleasant one but as much planning as we can do ahead of time will hopefully reduce anxieties and fear if such an event should occur.

Sincerely,

Nancy Betts, Director

Child's Name: _____		Child may be released to:	
Home Phone: _____		1. _____	
Work Phone: _____		2. _____	
Physician: _____		3. _____	
Physician Phone: _____		4. _____	
Medications: _____		Out-of-Town Telephone Numbers:	
Allergies: _____		# _____	
_____		# _____	
Parent's Printed Name _____			
Signature _____		Date _____	

Village Church Preschool

