**South Church Preschool**

**Emergency Evacuation Notification Policy**

In the event of an emergency that would require evacuation of the children and staff of the South Church Preschool building located at 30 High Street, the following procedures will be followed.

Upon evacuation of the building, staff members will take the emergency release forms for each child, the medical first aid kit and any medications needed for student allergies. These will provide teachers with the names and numbers of parents and/or emergency contacts who are permitted to pick up the children once evacuated.

Children and staff are to remain at the rear of the main parking lot at South Church Preschool until emergency vehicles and/or help arrives. If the immediate area of the school’s parking lot is **not** considered safe, the children will be moved on foot to the Social Hall in the main building of the Church located at 949 Main Street. Staff members will remain at the location until each child has been accounted for by the appropriate guardian.

Should medical attention be necessary, children will be transported by ambulance to the hospital designated on the child’s emergency release form. It is vital that all emergency information be kept current and on file for the purposes of direct contact, should a situation such as this occur.

The South Church Preschool facility at 30 High Street, will not be reentered until the proper authorities deem it safe for re-entry.

I have read and understand the actions South Church Preschool will take on behalf of my child(ren) should an emergency evacuation of the facility (30 High St.) be necessary.

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**Parent/Guardian Signature Date**