EMERGENCY EVACUATION PLAN

This document is to explain our emergency evacuation plan here at Four Seasons School. 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 case of inclement weather, we may then proceed indoors at a nearby location.
- **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:
  - ❖ Emergency Relocation Facility at **1) Fitzpatrick's Funeral Home; 2) Miller's Auto Repair or 3) North Light Community Center**

  If it ever becomes necessary to relocate, a sign will be posted on the door.

  <u>If you're not sure how to get there, please ask for directions before there is an emergency.</u>

- **Modified Operation***:* May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.

The form designating persons to pick up your child – the Emergency Contact Form - (EC) is to be completed when you fill out your child's enrollment paperwork. It must be on file at least one week prior to your child's enrollment**.** This form will be used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

In order to assure the safety of your children we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please contact Four Seasons School at 215.483.5688

Thank You,

The Staff at Four Seasons School

Your signature at the bottom of this letter documents your consent to evacuate your child in the event of an emergency, and your understanding of the plan.

Parent/Guardian Signature: _____Date:_____

05/2026