



Emergency Evacuation Procedure

This document is to explain our emergency evacuation plan here at Green Lane School. 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 case of inclement weather, we may then proceed indoors at Emergency Relocation Facility A – Community Bible Fellowship of Roxborough 6035 Ridge Avenue, Philadelphia, PA 19128, 215-482-1489.

- **IN-PLACE SHELTERING:**

Danger in the area such as weather or hazardous materials related, it may be best to taking cover inside the building.

- **EVACUATION:**

Danger in the area such that requires the facility to evacuate to another location, the children will be walk to either:

Emergency Relocation Facility A - Community Bible Fellowship of Roxborough 6035 Ridge Avenue, Philadelphia, PA 19128, 215-482-1489

Or

Emergency Relocation Facility B – North Light Community Center, 175 Green Lane, Philadelphia, PA 19127, 215-483-4800

Please review the section 4.5 of Green Lane School’s Emergency Plan for a map to the relocation sites. The Emergency Plan is accessible on our website at www.greenlanepreshool.com/resources.

- **MODIFIED OPERATION:**

Modified operation may include cancellation or postponement of normal activities. These actions are normally taken in case of, but not limited to, a winter storm or building problems (such as utility disruption) that make it unsafe for the children to stay in care.

Please listen to KYW 1060 News for announcements relating to any of the emergency action listed above.

The Department of Human Services issued Emergency Contact Form (aka: 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 start date. This form is used every time your child is released. Please ensure that only those persons you list on the form attempt to pick up your child.

By signing this notice, I acknowledge that I read the contents and am familiar with the Green Lane School Emergency Evacuation procedures. I consent to my child being evacuated in the event of an emergency.

Parent/Guardian Signature: _____ Date ____/____/____