

**PROVISIONS OF THE EMERGENCY PREPAREDNESS
AND RESPONSE PLAN**

To the Parent(s) of _____ *(child's name)*:

This letter is to assure you of our concern for the safety and welfare of children attending Happy Hive Child Care

Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

Immediate evacuation: Children are evacuated to a safe area near the home in the event of a fire, etc.

In-place sheltering: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the home is the best immediate response.

Relocation: Total evacuation of the home may become necessary if there is a danger in the area. In this case, children will be taken to a relocation site at:

Patrick Henry Library, 262 Cedar Ln Suite C, Vienna, VA 22180 - Phone number (703) 938-0405

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information.

We will have your contact information with us and you will be contacted as soon as possible following any emergency action so that arrangements can be made for you and your child to be safely reunited.

In your child's record at this home are the names of persons you have authorized to pick up your child if you are not able to do so. Please ensure that only those persons you have authorized attempt to pick up your child.

We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned emergency duties. In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures, please let us know.

Parent Signature

Date