



# Spuyten Duyvil

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## P R E S C H O O L

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### EMERGENCY PLAN

In case of a city emergency that targets government buildings, transportation systems, bridges, tunnels, etc.

#### I. COMMUNICATION

- a. Parents update us with home, work, cell phones
- b. Call the school in case of emergencies. Parents must keep our phone numbers with them at all times.
- c. Buddy system will be in place (give us two parents who may take your child in the event you can not reach the school)
- d. Proceed to pick up your child or have emergency person take your child home.

#### II. FOOD AND SUPPLIES

In the event that all children are not picked up, or it is not safe for us to leave the building immediately, we have made the following provisions:

- a. Water, juice, milk, snacks such as peanut butter, crackers, cereal are on hand for an extended period of time
- b. Flashlights, radios and extra batteries are on hand.
- c. Blankets
- d. Complete First Aid Kit

#### III. Medication

- a. Parents need to leave necessary medication such as asthma medication. A letter giving the staff permission to administer the dose in the event of an emergency must accompany the medication.

#### IV. STAFFING

- a. Staff will remain with the children until they are picked up by a friend or family member. Unless there is damage to the building itself, we will remain here where the children feel safe and comfortable.