

HOOPER ACADEMY EARLY LEARNING CENTER

EMERGENCY EVACUATION PLAN

Dear Parents,

Our childcare center's policy is to always keep your child(ren) safe when he/she is in our care. With recent world and local events, we have developed an emergency plan that will be put into place in the event that special circumstances require a different type of care. Plans for these special types of care are reviewed annually. Staff is trained in the appropriate response and local authorities are aware of these plans. The specific type of emergency will guide where and what special care will be provided.

- **Shelter in place**-This plan would be put into place in the event of a weather emergency or unsafe outside conditions or threats. In this plan, children will be cared for indoors at the center and the center may be secured or locked to restrict entry. Parents will be notified if they need to pick up their child before regular time.
- **Evacuation to another site**- This plan would be put into place in the event that it is not safe for the children to remain at the center. In this situation, staff has been trained on procedures and will be taking children to First United Methodist Church, at 305 Wasden Road.
- **Method to contact parents**- In the event of an emergency, parents will be called, a note will be placed on the door. You can also check for information on our website www.Hooperacademy.org, social media at Hooper Academy ELC. Director's phone- 334-557-5233
- **Emergency ends/reuniting with children**- When the emergency ends, parents will be informed and reunited with their child(ren) as soon as possible. The contact methods listed above will be used to inform parents.

The purpose for sharing this information with you is not to cause you worry, but to reassure you that we are prepared to handle all types of emergencies in a way that will ensure the safety of your child(ren). In the event of an actual emergency, please do not call the center—it will be important to keep the lines open. If you have questions regarding this information, talk with your child's teacher or to the Director.

Thank you,

Salina Guest

I have read the emergency policies for Hooper Academy ELC and agree for them to transport my child to off campus site in the event of an emergency.

Parent signature

Date