**Brooklyn Child Care Incorporated (BCCI)**

**800 Poly Place, Brooklyn, NY 11209**

**Building #16 (Behind the VA Hospital)**

**(718) 630-2831 or (718) 608-7318**

**Evacuation Plan**

In the event of a bomb threat, or other need to evacuate, the following procedure will be taken place: After receiving direct orders from VA police explaining the nature of the drill, the children will be instructed to leave one exit, as a unit. The exit will depend on the incident.

If all the children are awake, they will follow the teachers through the exit and off the premises. Through the front door: we will go to the gate closest to the street. If we are instructed to use the back exit, we will go toward the chapel and wait for VA Police instructions on where to proceed. If the children are napping, the staff will wake the children and walk them out of the center. Those preschoolers that are too sleepy to walk will be carried. Some toddlers will be carried by staff.

The staff will take emergency bag with first aid, diaper wipes, diapers, tissues and snack items. A cellular phone will be brought to us by the V.A. Police. The staff will take their attendance book with emergency phone list inside.

The VA hospital will inform the representative volunteers that assistance is needed in the Child Care Center and they will come over immediately. These volunteers will visit the center before hand for the children to meet them. The children will be informed prior to the drill that anyone wearing a yellow smock is there to help them.

Our goal is to keep the children as calm as possible. It will simply be referred to as a practice.

All the children will remain with the staff until we reach the designated area. Parents will be called via the established phone chain once they reach their destination, and all are accounted for. Then parents may leave with their children by signing out with the staff.

UNDER NO CIRCUMSTANCES WILL A CHILD BE RELEASED TO A PARENT BEFORE WE REACH

OUR DESTINATION. IF PARENTS COME TO THE AREA, THEY ARE FREE TO WALK TO THE

DESTINATION WITH THE STAFF AND THE CHILDREN. THIS IS TO ENSURE THAT THE STAFF CAN

ACCOUNT FOR ALL THE CHILDREN IN THEIR CARE.

In case of emergency, we will go to one of the following locations:

Chapel in VA Hospital or

Poly Prep 9216 7th Ave contact person Steve Anderson 718-836-4018 or

St. Patrick's 9511 4th Ave contact person Pastor Rev. Gerad J. Sauer 718-238-2600.

Your cooperation and patience will help us facilitate a safe departure from any dangerous situations.

Please contact us if you have any questions, problems or need clarification on this matter.

**I have read the Crisis Management Evacuation Notice.**

**Child Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Parent/ Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**