



TCDN Emergency Operations Plan

This letter is to assure you of our concern for the safety and welfare of children attending TCDN programs. Our plan provides for response to all types of emergencies. The plan includes the “Basic Emergency Plan”, a series of checklists and a series of supporting documents.

The Plan is reviewed annually and a current copy is provided to the county emergency management agency, the local Police Department Chiefs and the facility host (Principal, Church Pastor, Community Center Board, etc.) A copy of the Emergency Plan is available at each site for you to view in detail.

Depending on the circumstance 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-Place Sheltering:*** Sudden occurrences, weather or hazardous materials related, outside intruder, etc. may dictate that taking cover inside the building is the best immediate response
- ***Modified Operation:*** May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of winter storm or building problems (such as utility disruptions) that make it unsafe for children, but may be necessary in a variety of situations.
- ***Evacuation:*** Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to the site specific alternate location below:
 - **TCDN Preschool** – The children will relocate to the SASC (our building at the Swarthmore Rutledge Elementary School at 100 College Avenue.) An alternative site will be Swarthmore College.
 - **BSC/Explorers/SASC** – Children will relocate to the TCDN preschool building (Trinity Episcopal Church). An alternative site will be Swarthmore College.
 - **NPASC** – Children will relocate to the Garden City Firehouse
 - **OASC** – Children will relocate to the Swarthmore College Field House. An alternative site will be Swarthmore Borough Hall.
 - **WASC** – Children will relocate to the Nether Providence Township Building/Police Station

The Emergency Operation Plan also includes plans to contact families. **We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information to emergency personnel.** Families will be contacted via the **One Call Now system** if any of the emergency actions listed above take place. TCDN staff will have all family contact information with them to notify families as quickly as possible and inform you of a course of action.

In order to assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have any questions regarding our emergency operations procedures, please feel free to contact the TCDN Administrative Office.

Sincerely,
TCDN Administration

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