

Dear Families,

This letter is to inform you that we have a crisis management plan in place at all times. In the event of an emergency in our city and/or our neighborhood, all children will be kept in the school building. We have food and a large supply of bottled water.

If it is necessary to evacuate our site, we will take the Emergency Contact Cards you filed out in September and move the children either to:

1. Poly Prep School 9216 7th Ave. Brooklyn, N.Y. 11209
Contact Person: Steve Anderson. (718) 836-4018
2. St. Patrick Church 9511 4th Ave. Brooklyn, N.Y. 11209
Contact Person: Monsignor Joseph Naggle (718)-238-2600

Please know that as always, and most especially during a crisis, we will only release your child to the people that you have designated on the Emergency Contact Card. Anyone named on that card must show identification and sign your child out. It is vital that you update this card if there have been any changes in your information (i.e. address, home, work, and cell phone numbers, designated pick-up-person.)

It is not our intent to alarm you or the children but we do ask that you reinforce with your child the importance of following directions, getting "on line" when told and listening to teachers. While this can be difficult for young children, it is crucial that we be able to account for all children and move quickly in an emergency.

At BCCI, we are committed to your children and we will do everything in our power to attend to their safety. Please keep the top portion of this notice for your records and return the attached notice of receipt to your child's teacher as soon as possible.

Sincerely,

Tanya Lipkin
Director

I have read the Crisis Management Evacuation Notice.

Child's Name _____ Date: _____

(Signature of Parent or Guardian)