



June 2016

New School Parents:

This letter is to inform you of some specific procedures we have in place to ensure the safety of children attending The New School of Lancaster. Our Emergency Management Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Temporary Evacuation:* Students are evacuated to a safe area on the grounds of the school in the event of a fire, etc.
- *Shelter In Place:* Sudden occurrences, weather or hazardous materials related, may indicate that taking cover inside the building is the best immediate response.
- *Hasty Evacuation:* Complete evacuation of the school may become necessary if there is danger in the area or if the building is compromised. In this case, children will be taken to an evacuation site. These sites are listed in the back of the parent handbook. They are 1.) Lancaster Regional Medical Center 2.) Buchanan Elementary School 3.) First Assembly of God Church and 4.) Degel Israel Synagogue.
- *Modified Operation:* May include cancellation/postponement or rescheduling of normal activities. These actions are usually taken in case of a winter storm or a building situation that makes it unsafe. This type of change may be necessary in a variety of other situations.

Please listen to your local radio, and watch your local television stations for announcements relating to any of the emergency actions. These organizations usually also have websites where this information can be found. Use the same list of media as you would for weather delays and closings. Please note that the school's website and voice mail may not give you the information you need because school staff may not have access to them to do the updating.

We ask that you do not call during the emergency. This will keep all lines free for our staff to make emergency calls and relay information.

Please do not drive to the school. Streets must be kept open for emergency vehicles.

Thank you for your cooperation.

Sincerely,

Mary Cae Williams  
Head of School