

## **EMERGENCY EVACUATION & COMMUNICATION PLAN**

Center Name: **Durango Early Learning Center**

**Communication:** In an emergency, we will contact you as soon as the children are safe. **We will be utilizing our emergency e-mail notification system in the event of an evacuation or shelter-in-place/lock down emergency.** We can only release your child to you or individuals that you identified in our records as being authorized to pick up your child. Note: If there is an emergency that does not allow us to go to the evacuation locations we've identified, we will contact you with our location as soon as the children are safe.

You must notify DELC when there is a change in your contact information or your emergency contact.

**Evacuation and Relocation:** If we must leave our building and go to a safer place, the type of emergency will determine the evacuation location we go to.

1. Our **Primary** evacuation location in an emergency, such as a fire, is: **St. Mark's Church (across 9<sup>th</sup> ST on 3<sup>rd</sup> Avenue)**
2. Our **Secondary** evacuation location in an emergency, such as a gas leak or hazardous material spill, is: **Durango Arts Center 802 E 2<sup>nd</sup> AVE**
3. Our **Active Shooter** evacuation location in an emergency is: **Durango Police Department 990 E 2<sup>nd</sup> AVE**

**In the event of an emergency pre-evacuation or evacuation order due to wildfire, flood, blizzard, hazardous materials, contagious disease, bomb threat or safety concern:**

- The center will comply with recommendations by law enforcement, first responders, health & licensing officials
- The center will contact parents for immediate pick-up
- The center reserves the right to limit hours of operation or close the program temporarily or long-term until the risk is mitigated

My signature indicates that I have read this document and I agree to comply with the emergency evacuation and communication plan. I acknowledge that Emergency Preparedness Planning is important, and agree to support the program to ensure the safety and well-being of my child or children in an emergency or disaster.

I acknowledge that I have provided the most current contact information for myself and my alternative emergency contact, and agree to be responsible for reporting any changes to the information to the center within 24 hours.

Parent Signature: \_\_\_\_\_