



# 2018 Emergency Protocol

Dear Parents,

In the event of an emergency situation, Faith Academy has outlined the blow response plan. Please know we will make every attempt to contact you as soon as possible so you know your child is safe. Please request a copy of this letter if you would like one for your records and so you have documentation of how to contact us in the event of an emergency.

## *EVACUATION / RELOCATION*

1. If the emergency is confined to the immediate area at Faith Academy, i.e., fire, and the children cannot stay on the premises, they will be taken to Bardol Law Firm which is located at 34 North Gore Avenue. The children and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more wide spread and encompasses a larger area such as the neighborhood due to an environmental threat, i.e. flood, and the children cannot remain in the immediate area, they will be transported to Schnucks at Big Bend and Elm Avenue. The children and staff will remain at this location while you or your emergency contact are notified of the situation. If cell towers are working, you can try to contact
 

Mrs. Winter: (314) 650-9840	Mrs. Huelsman: (314) 780-8876
Mrs. Moore: (314) 540-6971	Miss Ann: (314) 249-7361
Miss Jennifer: (314) 302-0214	Miss Abby: (314) 488-4722
3. Every effort will be made to contact you as soon as the children and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. For this reason, it is important to keep those listings updated. Children will only be released to you or your alternate emergency contact during times of emergency.
4. Information about the event can hopefully be obtained through radio stations

## *EMERGENCY SUPPLIES*

1. We have stocked backpacks with flashlights, water, and snacks, as well as emergency information on all of your children.

Please rest assured that our staff will remain with and care for the children at all times during an emergency to ensure the children's safety. As always, please don't hesitate to contact the school if you have any questions or concerns.

Sincerely,  
Faith Academy of Montessori

Debbie Winter  
Administrator

**I give permission to the Faith Academy of Montessori Staff and Volunteers to take my child, by any means possible to a safe place in Webster Groves should an emergency occur which does not allow him/her to remain at school.**

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_