



Hollis Preschool

EMERGENCY EVACUATION

Dear Parents,

We have put an Emergency Response Plan in place at the Hollis Preschool per State of NH licensing guidelines. This plan is a guide for our staff, which ensures the safety of your child should an emergency arise. We have identified a relocation site should something happen to the Preschool while we are open (i.e. flood, fire, etc.). We have an agreement with the Hollis, NH Fire Station in which we will relocate the children to their facility should the need arise. We have protocols for how all of the children will be transported along with an Emergency Evacuation Team (comprised of the teachers) that will be responsible for transporting the children. In order to be in accordance with the state guidelines we need you to sign the attached release form, which we will keep on file should we be faced with an emergency. It is required that this form contain at least two phone numbers and/or an e-mail address as this will be our way to get in contact with you should we need to vacate the premises. These forms will be kept in one folder, which will be kept with our emergency supplies that we would take with us upon leaving the building.

In the event that power is down and phone service is not available please head to the Hollis, NH Fire Station should you arrive at the Preschool and find it vacated. We will also broadcast an evacuation on Channel 9 - WMUR.

We never anticipate having to leave the premises, but we hope that by having such measures in place, should an event like this occur, we will be prepared. Should you have any questions or concerns about these or any other procedures please let us know.

Thank you,

The Hollis Preschool Board and Teachers

EMERGENCY TRANSPORTATION PERMISSION AGREEMENT

I hereby give permission for Hollis Preschool to transport my child, _____ to the Hollis, NH Fire Station, which is the emergency relocation site for staff, teachers and children when it is unsafe to remain at the school. I understand that normal safety rules will be followed, as much as possible, but that the highest priority is to relocate to a safe location. If for reasons out of our control we cannot reach you, when you arrive at the Preschool and see there has been an emergency evacuation please head directly to the Hollis, NH Fire Station.

This agreement shall remain in effect until your child leaves our program unless otherwise notified of a different relocation site.

Parent or Guardian _____	Phone _____
Email _____	Alt phone _____
In case of an emergency evacuation, my child can be picked up by:	
Name _____	Phone _____
Does your child have any allergies or medical conditions? _____	
Signature _____	Date _____