



Dear Parent/ Guardians,

With our country always in a state of heightened awareness with regard to the possibility of a terrorist attack, we here at New Foundations Charter School feel it is imperative we are prepared to care for and protect your children from harm. In addition to sharing our plan of safety with you, we ask that you take the time at home to talk to your family about the current climate of our world today and make a family plan for what to do **"IN CASE OF EMERGENCY"**.

The information included in this packet is intended as a guide should a catastrophic event or a chemical release occur in our community or near New Foundations Charter School.

The faculty and staff at NFCs have received information and training in the safety procedure known as "Shelter- in- Place" in case of a chemical release emergency.

The faculty will direct the students inside the school. All doors and windows will be closed, keeping good air inside and preventing toxic air from entering. Faculty will move the children to a designated safe area within the school: the gymnasium/ multipurpose room. Everyone will remain there until notified by the police or fire department personnel that the emergency is over.

PARENTS : *you must not attempt to come to school in the event of a natural or manmade disaster as you would potentially expose yourselves to a dangerous atmosphere, **NOR SHOULD YOU TELEPHONE THE MAIN OFFICE.*** This would only tie up much needed phone lines and distract the faculty from providing your children with the care and assistance they need at these critical times.

Your children will be cared for by the school's faculty and staff. Remember that attempting to come to school will only endanger your child (ren) and yourself. The best thing for you to do is to remain at home, keep your phone lines open, watch your local news and monitor your radio. You will be notified through the media (KYW 1060 AM) or by telephone when the emergency is over.

Remember, we are putting these directions in place so that we may provide safe care for your child (ren) in the event of a national emergency. Please make every effort to cooperate with this required plan so we are prepared in the unlikely event we experience a threat to our community or country at large.

Sincerely,

Paul Stadelberger
CEO

Robbin Smart
Principal

**CRISIS MANAGEMENT PLAN:
“SHELTER-IN-PLACE”**



**New Foundations Charter School
8001 Torresdale Avenue
Philadelphia, PA 19136**

**Phone: 215-624-8100
Fax: 215- 624- 0600**

CRISIS MANAGEMENT PLAN "SHELTER-IN-PLACE"

New Foundations Charter School has developed a "Shelter-In-Place" plan in the event of a natural or man-made disaster which would prohibit our children and staff from leaving the building. The faculty and staff at New Foundations have been trained on how to react in this situation. The safety and welfare of children and staff are the primary concern of this plan. The plan is to be used as the official reference guide on how to react and what to do in the event that a "Shelter-In-Place" disaster occurs.

DEFINITION OF "SHELTER-IN-PLACE"

Whenever there is a release of a chemical substance into the air, via man made or natural disaster, there is the potential for hazardous gases escaping which may create a dangerous situation and/or be harmful to one's health. In such an incident, a determination will be made by the **police or fire department** as to whether this plan's "Shelter-In-Place" procedure will need to be implemented to protect the safety and welfare of our children, faculty, and staff. The main objective is to move everyone to designated safe locations that will afford them protection until the disaster is deemed to be over. Each school must develop a plan that conforms to its specific needs.

The "Shelter-In-Place" plan is implemented when directed by the police and/or fire department.

GOALS OF "SHELTER-IN-PLACE"

- To safeguard the lives of our children and staff.
- To implement a fast, safe, efficient and effective "Shelter-In-Place" plan.
- To communicate and relay information to children, staff, and the appropriate outside resources (Police and Fire Department Officials.)
- To demonstrate what to do and how to react during the "Shelter-In-Place" plan.
- To be trained and to be familiar with the plan.

Philadelphia Fire Department Hazardous Material Administrative Unit

Message to Parents:

Should a chemical release occur near your child's school, the following information is intended as a guide.

The faculty at your child's school is trained to shelter in-place. They will direct all children inside the school, and close all doors and windows. This will keep good air inside and prevent the toxic air from entering.

They will move all the students to a designated safe area of the school. Everyone will remain there until notified by Police or Fire Department Personnel that the emergency is over. If for some reason the students are relocated to another facility, you will be notified.

Parents must never attempt to come to school. If they do they will only become part of the problem, exposing themselves to a potentially dangerous atmosphere.

Nor should parents telephone the schools. This would only tie up much needed telephone lines and distract the faculty from providing the students with their assistance at these very critical times.

Your children will be cared for by professionally trained emergency responder's and the school's safety team. Remember that attempting to retrieve your children from school will only endanger your children and yourself. The best thing for parents to do is to remain at home, keep their phone lines open, watch your local news, and monitor the radio. You will be notified through the media or by telephone when the emergency is over.