



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

To the Parents/Guardians of children in the Lewisburg YMCA School Age Child Care Program:

This letter is to assure you of our concern for the safety and welfare of children attending the YMCA SACC program. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstances of the emergency, we will use one of the following protective actions:

- *Immediate evacuation*- Children will be evacuated following posted evacuation routes. Evacuated Child Care and KidSpace Staff and Children will gather at the awning and/or lobby of the Fairfield Inn and remain until the "ALL CLEAR" notification is given by the Joint Venture Director to return to the facility. Child Care and KidSpace Staff will take a roll call upon arrival to the hotel evacuation site to ensure that all children in their care have been evacuated. The Youth Program Director will call the parents of the children who were evacuated to inform them of the emergency and ask if they would prefer to pick up their child, noting that identification will be required prior to a child being released.
- *In-place sheltering*- Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.
- *Modified Operation*- May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruption) that make it unsafe for children but may be necessary in a variety of situations.

Please listen to WKOK or WQKX or see the GSV YMCA Facebook page for announcements relating to any of the emergency actions listed above.

We ask that you not call during the emergency. This will keep the main telephone line free to make emergency calls and relay information. If you repeatedly cannot reach anyone at the Lewisburg YMCA in an emergency, you can try the Milton Branch YMCA at 570.742.7321.

Included in your registration packet is the emergency form that lists the names of the individuals that may pickup your child. We specifically urge you **not** to attempt to make different arrangements during an emergency. This will only create additional confusion and diverts staff from their assigned emergency duties.

To assure the safety of your children and our staff, we ask for your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact me at 570.556.4191.

Sincerely,  
*Bonnie McDowell*  
CEO - Greater Susquehanna Valley YMCA