Emergency plan for DMPC ASP parent handbook

Emergency and Disaster Plan

Our program has an emergency and disaster plan which follows the schools procedures for reporting emergencies and evacuating the facility. This written plan is at the school and immediately accessible to all staff, substitutes and

volunteers. Evacuation plans are posted in prominent locations of each room or area in which the After School Program operates. The program holds quarterly emergency drills which are documented. DMPC is inspected annually by the local fire authority and maintains fire extinguishers with a current tag.

Evacuation site:

If there is an emergency or disaster which requires us to leave our site,

The DMPC ASP will evacuate to the Davis and Elkins Gymnasium, with a secondary site of Booth Library.

We will transport the youth to the evacuation site by walking down Sycamore Street.

The program emergency and disaster plan is as follows:

• The person with decision making authority is the Program Director.

• People who will be notified in an emergency are: (in order)

* DMPC church office
* Program Director
* Assistant Director
* Parents.

Notification of emergency situations will be communicated to parents/guardians through the phone numbers given during registration. Please keep this information up to date.

Emergency telephone numbers:

Church Office 304-636-2788

Monica Varchetto 304-592-3706

• Ambulance, Police, Fire Department; call 911

• Poison Control; call 1 (800) 222-1222