

*Saint Philip Neri Religious Education Program*  
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## **EMERGENCY CLOSING POLICY**

May 15, 2014

### **In case of emergency...**

Dear Parents,

In the event of an emergency or some type of crisis during the Religious Education Program, the following plans will go into effect;

1. **Weather or Other Emergency~ St. Philip Neri PREP~** You will be notified by phone or email if class is canceled.
2. **School Evacuation**  
For an emergency evacuation of the building, the students and staff will go directly to Saint Philip Neri Church. Staff will be with the students at all times. Parents can go directly to the church to meet your child.
3. **Civil Emergency**  
If a Civil Emergency is declared by the police or fire departments, a broader plan will go into effect. In conjunction with the Office of Parish Religious Education and through consultation with the Plymouth-Whitemarsh Police Department, we will initiate a "Shelter in Place" system. In the event of this type of emergency the school will be locked and NO ONE may enter or leave the building. Parents may not come to school while the school is under a "Shelter in Place" protocol. The Police and Fire Departments will issue an "all clear" when it is safe for parents to come and pick up their children. During a "Shelter in Place" protocol all students and staff will report to the gym and cafeteria for the duration of the emergency. We will have adequate supplies of bottled water, snacks, and any other necessary provisions.

I ask that you complete the Emergency Release Form for each of your children. This form provides Saint Philip Neri with your specific instructions that will be used in the event of an emergency. This information will be kept by the individual teachers. The students will only be released in accordance with your instructions. The room volunteers report the names of any parent/guardian that could not be reached to the office. If a parent/guardian cannot be reached, those children will not be released under any condition.

If when notified of a closing you wish your child to go home with a neighbor, a friend or a relative, please inform the room caller or the office and include those names who we are authorized to release your child to under “authorized” persons on the form. Saint Philip Neri will only release your child to an authorized person. There will be sign out sheets.

I ask that you arrive by the Main Entrance door and then proceed to the appropriate classroom. The authorized individual will be required to sign out the student at his/her classroom. You will not need to report to the Main Office.

No matter what type of emergency, the safety of your child is paramount to us, and we will do our absolute best create a safe and secure environment for your child. Thank you for your support and patience as we work together to guarantee the welfare and safety of every student. **It is imperative that the Emergency Release Form is returned with the registration form(s).**

Your friend in Christ,

Jeanette Paul  
Director of Religious Education