

Mt. Lebanon Extended Day Program
250 Mt. Lebanon Blvd. Suite #414
Pittsburgh, PA 15234
412343-1661 (Main Office)
School Year Parent Information
Emergency Preparedness
January 2020

To: Parents/Guardians

From: Mt. Lebanon Extended Day Program: Executive Director, Daryl Lucke

This letter is to assure you of our concern for the safety and welfare of children attending Mt. Lebanon Extended Day. Our Emergency Operation 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:

Shelter in Place: Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response.

Internal evacuation: Students are evacuated to a safe area on the grounds of the facility in the event of a fire or other on-site emergency

Evacuation: Total evacuation of the facility may become necessary if there is a danger in the area. In this case, children will be taken to Mt. Lebanon Recreation Center, 900 cedar Blvd. Parents will be contacted.

Modified Operation: May include cancellation/postponement of rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems that make it unsafe for students (such as utility disruptions), that make it unsafe for children to travel or remain in the building

We ask that you not call during an emergency. This will keep the main line telephone free to make emergency calls and relay information. You will be updated via the Remind App if any of these procedures need to be put in place. I specifically urge you not to attempt to make different arrangements during an emergency. This will only create additional confusion and divert staff from their assigned duties.

In order to assure the safety of your children and our staff, I ask your understanding and cooperation. Should you have additional questions regarding our emergency operating procedures contact Daryl Lucke (412) 343-1661.

Sincerely,
Daryl Lucke
Executive Director