



Dear Parents,

While the ECLC has had an evacuation plan in place since September of 1999, we continue to update our security precautions. The purpose of this letter is to inform you of the procedures we have in place should we need to evacuate the school during school hours.

Should we need to evacuate the building and not return to it as in the case with a fire drill, we would proceed to one of our “safe places” in the neighborhood. The ECLC has two “safe places” where we are welcome to enter at any time during an emergency. The first is the Hewitt School located at 45 East 75th Street between Park and Madison on the north side of the street. The second is St. Jean the Baptist Church, located on the southeast corner of Lexington and 76th street. You may wish to take a walk to locate these two buildings.

Should we be required to leave the building we will be at one of these two locations. From here your child’s teaching team will wait with students until they are all picked up. We have an emergency rolodex that we take with us for all fire drills that has each child’s contact numbers “at a glance”. For this reason, it is imperative that your child’s teaching team has all the needed contact numbers for your child no later than September 17th.

Learning to leave the building safely and quickly is a necessity. Beginning the week of September 27th your child’s teachers are required to walk their children down the stairs from the 4th floor for dismissal once a week. Children will also practice walking up the stairs from the ballroom after music and/or movement. You might also choose to walk your child up the stairs to school in the a.m. rather than use the elevators.

If you would like to speak with me further regarding this matter, please contact me at the (212) 249-5001. Thank you for your cooperation.

Sincerely,

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