



3515 Grandview Ave. Louisville, KY 40207

October 8, 2020

Dear Preschool Parents,

This letter is to inform you about some of our requirements (mandated by the Commonwealth of Kentucky) regarding "Emergency Preparedness". This preparedness is not to alarm you—it is merely an informational sheet for you to keep as a reference. We are required to have monthly fire drills and quarterly tornado and earthquake drills.

In the event an emergency occurred which required us to relocate to a different site, we have included (on the back of this letter) a parent information form for reunification. If we simply need to evacuate the building, but we are still on the premises, the form indicates where to locate us on church property. **Please keep this information sheet as a reference.**

As always, we strive to have a safe environment for your children. Thank you for your attention to this information.

Blessings,

A handwritten signature in black ink that reads "Missey McMillan".

Missey McMillan  
Director

## CHILD CARE EMERGENCY/DISASTER PREPAREDNESS PARENT INFORMATION FORM FOR REUNIFICATION

This information is to be shared with parents and updated annually.

<b>Name of Provider/Program</b>	St. Matthews Baptist Preschool	
<b>Program address</b>	3515 Grandview Ave. Louisville, KY 40207	
<b>Emergency/ Disaster contact at the child care program</b>	Miskey McMillan, Director Stephanie David, Assistant Director	
<b>Phone number of emergency/disaster contact</b>	(502) 992-9000	
<b>Cell phone of emergency/disaster contact (Please do not call cell phone number during non-emergencies; it will not be turned on.)</b>	(502) 644-3986, Missey McMillan	
<b>In the event the facility\home must be evacuated because of an emergency/disaster, the staff and children will leave the building and gather in the immediate area at</b>	Outside parking lot by Nanz Ave.	
<b>In the event the facility\home must be evacuated because of an emergency/disaster in the immediate area the children and staff will be transported by <u>cars/vans</u> to</b>	Our Lady of Lourdes Catholic Church 510 Breckenridge Lane Louisville, KY 40207	
<b>The address, phone number, and contact person at the relocation site is</b>	Our Lady of Lourdes Catholic Church (Preschool) 510 Breckenridge Lane Louisville, KY 40207 Dana Payton, (502) 893-5881	
<b>The address, phone number, and contact person of the alternate relocation site (#2) if the first relocation is not accessible, is</b>		
<b>If necessary, children will be transported to this health care facility</b>	Norton Children's Hospital, (502) 629-6000 Baptist Hospital East, (502) 897-8100	
<b>Address, phone number, and position title of contact at health care facility</b>	Norton Children's Hospital 231 E. Chestnut Louisville, KY 40206 (502) 629-6000	Norton Children's Hospital Emergency Room (502) 629-7225
	Baptist Hospital East 4000 Kresge Way Louisville, KY 40207 (502) 897-8100	Baptist Hospital East Emergency Room (502) 897-8141

\* Please see your child care provider if you would like to review the complete emergency/disaster preparedness plan.