

**Parkville Recreation & Parks Council, Inc.**  
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*"Serving the People of Parkville"*

**Villa Cresta Tots**  
**2600 Radar Ave.**  
**410-663-5285**

### Emergency/Disaster Plan Summary

In case of an emergency event or when a disaster strikes, it is critical to remain calm and organized as you execute a master plan. The following gives an overview of how Villa Cresta Tots plans to respond in case of a significant emergency or disaster.

**Notification:** The Principal of Villa Cresta Elementary School and/or Baltimore County will determine if the emergency is serious enough to activate this plan. Once this is done, then the staff of Villa Cresta Tots/Parkville Rec Council will be notified and the following actions will begin.

**Emergency Management:** Villa Cresta Tots will follow the lead of Villa Cresta Elementary Emergency Management Team. They will oversee the emergency and supply us with information, as well as, coordinate any necessary evacuations.

**Supplies:** Supplies to be taken from Tiny Tots by staff will be Emergency Cards, any student's medication, first aid kit, waterless hand sanitizer, Kleenex.

**Evacuation:** In the rare event that we would need to evacuate from Tots, we would utilize the following options deemed appropriate by the Villa Cresta Elementary Emergency Management Team.

1. If we need to go to an *alternate* building within **walking distance** from the school, the following locations have been selected-
  - a. Primary: American Legion Hall, 2301 Putty Hill Ave.
  - b. Secondary: Tall Cedar Lodge, 2515 Putty Hill Ave.
2. In the unlikely event that we would need to go to another location **requiring transportation** from the school, we will be bused with the Students from Villa Cresta Elementary School to the Timonium Fairgrounds "Lobby of Facility OEC"

**Means of Communication:** If evacuation was imminent and deemed necessary, the staff at Villa Cresta Tots would make every attempt at contacting the parents/guardians using cellphones and landline phones.

**Staff Preparedness:** Emergency response training is an important component of a successful outcome in the case of an emergency or disaster. All Villa Cresta Tots staff will be trained on our Disaster policy and procedures at their yearly orientation. We are CPR and First Aid certified. Additionally, we conduct monthly drills with the Elementary School to ensure that all staff and students are familiar with the process.

As always, if you have any questions regarding this Plan, please feel free to contact the teachers to review and discuss in further detail. We are committed to the safety and well-being of all students/staff at Villa Cresta Tots program.

**Disclaimer:** Information provided in this document may change depending upon the nature or scope of the emergency or disaster.