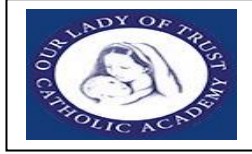


Our Lady of Trust Catholic Academy

1696 Canarsie Road
Brooklyn, New York 11236



718 241-6633 (ph.)
ourladyoftrustca.org

December 16, 2020

Dear Parents/Guardians:

The Crisis Management Plan has been updated for the 2020-2021 school year. I would like to share with you the procedures in case of an emergency.

In case of an emergency that requires the school to evacuate, students and staff will be evacuated in keeping with the designated locations. The locations, when possible, will provide shelter for our students and staff. The sites will also provide a means of communication with the Command Center.

Command Center (no students)

Shrine Church of St. Jude Rectory/ School Office
718-763-6300 / 718- 241-6633
1677 Canarsie Road / 1696 Canarsie Road
Brooklyn, New York 11236

Parent Holding Location

Shrine Church of St. Jude
Rectory - 718-763-6300
Maria Lopez Community Room
1677 Canarsie Road (entrance around corner – St. Jude Place)
Brooklyn, New York 11236

Primary Evacuation Site

Church or school yard
Shrine Church St. Jude
Rectory - 718-763-6300
1677 Canarsie Road
Brooklyn, New York 11236

Secondary Evacuation Site

Hebrew Educational Society
9502 Seaview Avenue
718-241-3000
Brooklyn, New York 11236

Out of Area Evacuation Site

Holy Family Church
Rectory - 718-257-4423
9719 Flatlands Avenue
Brooklyn, New York 11236

In cases of emergency that require the school to enter “lock down,” all students and staff will either remain in the classroom, or the students will be brought to the auditorium.

A designated person will announce a code over the P.A. System informing teachers and staff of classroom lockdown.

In addition, all staff have been trained and informed of emergency procedures. If necessary, the local fire and/or police precinct will be notified. To practice these routines, fire/evacuation drills are conducted a minimum of twelve times in the school year.

If you have any questions about the emergency procedures, please call me at 718-241-6633.

Sincerely,

Muriel Wilkinson
Principal

Proudly Serving the Parishes of
Shrine Church of St. Jude Holy Family Our Lady of Miracles St. Laurence

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