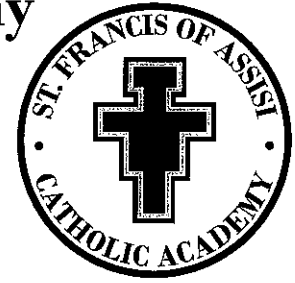


St. Francis of Assisi Catholic Academy

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October 1, 2020

Memo
To: Parents
From: Ms. Stefano

As part of our annual *Crisis Management Plan*, it is my duty to inform you of three evacuation sites chosen by St. Francis of Assisi Catholic Academy as safety zones for our children should an emergency occur where it is necessary for us to leave the school building. These sites are as follows:

Primary Site (A) **St. Francis of Assisi Upper Church**
21-17 45th Street
Astoria, N.Y. 11105

Secondary Site (B) **St. Francis of Assisi Lower Church**
21-17 45th Street
Astoria, N.Y. 11105

Out of Area Site (C) **P.S. 2**
75-10 21st Avenue
Jackson Heights, N.Y. 11370

Should an evacuation occur, each parent would be contacted as soon as possible on Option C or by a member of St. Francis of Assisi Catholic Academy's Faculty or Staff. If it is impossible to make contact, please know that we will do everything we can to keep your child safe in our care until your arrival at the designated evacuation site.

In addition, if there is any change in your child's personal/health information, please be sure to inform the school office as soon as possible so that our records are up-to-date.

Option C Emergency Phone, e-mail and texting alert is active. Please make sure that we have correct phone numbers and e-mail addresses for you.

Keep safe!

A handwritten signature in black ink that reads "Ms. Stefano".

Ms. Stefano, Faculty, and Staff