



Dear Margaret's Family,

In the event of an emergency situation, Margaret's Place, has outlined the below response plan. Please know that Margaret's Place will make every attempt to notify you so it is vital that you keep your emergency contact information up-to-date. Keep this letter with you so that you will know how to contact us in the event of an emergency.

#### Evacuation / Relocation

1. If the emergency is confined to the immediate area at Margaret's Place, e.g. fire, and the participant's cannot stay on the premises, the participant's will be taken to **3400 Woodland, KCMO 64109**. The participant's and staff will remain at this location while you or your emergency contact is notified of the situation.
2. If the emergency is more widespread and encompasses a larger area such as the neighborhood due to an environmental threat, e.g. flood, and the participants cannot remain in the immediate area, they will be transported to **Truman Medical Center-Hospital Hill**. The participants and staff will remain at this location while you or your emergency contact is notified of the situation.

#### Notification

1. Every effort will be made to contact you as soon as the participants and staff are safe. If we cannot reach you, we will contact your alternate emergency contact. Participants will only be released to you or your alternate emergency contact during times of emergency.
2. Information about the event can be obtained through radio stations.

#### Emergency Supplies

1. We encourage you to bring individual emergency packs for each participant to keep at our facility that includes a change of clothes, a few family photos and a comfort item like a small teddy bear to help comfort your loved one during a crisis. These individual packs will be stored in our safe room and only accessed during an emergency.

Please rest assured that Margaret's Place staff will remain with and care for the participants at all times during an emergency to ensure their safety. As always, please don't hesitate to contact me if you have any questions or concerns.

Sincerely,

Margaret's Place Adult Recreation & Wellness Center