Appendix B- Emergency Plan Delivery Document (form CD 355)



DOCUMENTATION OF EMERGENCY PLAN DELIVERY Regulations 3270.27(f); 3280.26(f) and 3290.24(f)

Facilities must retain documentation that they submitted their initial emergency plan and any updated plan to their local and county municipalities.

Facility Location/Name
Location Physical Address
Legal Entity/Person responsible for the Legal Entity
Local Municipality (i.e. borough, township, city, district)
Name:
Address:
Phone Number:
Email Address (if available):
Fax Number (if available):
Method Submitted (i.e. mail, fax, email, hand delivered):
Date Submitted:
County Municipality
Name:
Address:
Phone Number:
Email Address (if available):
Fax Number (if available):
Method Submitted (i.e. mail, fax, email, hand delivered):
Date Submitted:
Self-Certification
I hereby swear/affirm that the information provided is true and correct to the best of my knowledge.
Signature Title Date

Pennsylvania Departments of Education and Human Services | Office of Child Development and Early Learning 333 Market Street | 6th Floor | Harrisburg, Pennsylvania 17126 | 717.346.9320 | F717.346.9330 | www.education.pa.gov | www.dhs.pa.gov