



## Smithsonian Associates

December 7, 2023

Dear Parent or Guardian,

We are looking forward to a safe and fun filled summer this year! This letter is to assure you of our concern for the safety and welfare of the children attending Smithsonian Summer Camp. Please review the information below so that you will be prepared should an emergency situation arise.

We take safety very seriously here at the Smithsonian and want to assure you that we have in place crisis management and emergency preparedness plans to protect all campers and staff members. Our plans are regularly reviewed and updated.

On Monday, at the beginning of each camp week, staff will go over these basics with all campers. In each classroom, there is a map showing the closest emergency stairwell. Instructors will point it out to campers on their first walk through the building as a group. Instructors also always carry a copy of the camp roster and emergency contacts.

In the case of a building evacuation, emergency shelter, or lockdown drill, we follow the recommendations and directives of SI security relating to emergency situations. Smithsonian security staff is on-hand ready to also help direct campers and museum visitors should an emergency situation arise.

In the event of an emergency, all Smithsonian facilities will be secured. All campers and camp staff will be brought to the Ripley Center (1100 Jefferson Drive SW) and will remain in this building unless otherwise instructed by the Camp/Smithsonian Associates Director, Smithsonian Institution, local or federal authorities, or unless the safety of the campers is in jeopardy.

If a lockdown is announced it may be that no one, excluding federal authorities, will be permitted to enter the building. If an evacuation of the building becomes necessary, campers will be transported to a safe location to be determined by local or federal authorities. Summer Camp staff will telephone all parents to inform them of the situation as quickly as possible.

We ask that you not call our summer camp line during the emergency. This will keep this line free to make emergency calls and relay information. In case of emergency, call our main registration line at (202) 633-3030. Depending on availability, someone will be able to supply you with up-to-date information.

Please be assured your child's safety is our top priority. We will continue to keep you informed of safety and security measures in place at Summer Camp. Safety and security is a Smithsonian priority. Camp will always take precautions to prevent an emergency; however, if an emergency does occur, Smithsonian Camp staff members will protect and shelter your children until they are reunited with you. If you have any questions, please feel free to call me at 202-633-2267.

Sincerely,  
Brigitte Blachere  
Program Manager  
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