

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

Dear Teacher:

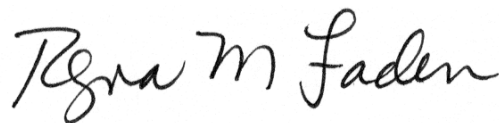
We are pleased that you have scheduled a field trip to Historic St. Mary's City. We look forward to providing a unique educational experience for your students.

Historic St. Mary's City (HSMC) is committed to the safety and security of all visitors to the museum, especially our school tours. In the event of a regional or national emergency during times of school visitation, HSMC will make every effort to ensure the safety of students, chaperones, and school personnel. HSMC will call on the resources of St. Mary's County, the State, and our neighboring institution, St. Mary's College of Maryland, to adequately meet the challenges of an emergency. No school group will be left without assistance in a crisis.

In an emergency that affects our visitors, HSMC Administration will coordinate the assignment of tasks and all communications. The Administration will coordinate with St. Mary's College and the St. Mary's County Emergency Management Agency, and will assure compliance with any state or federal directives that apply to the emergency. In the event that temporary shelter is necessary, the Red Cross of St. Mary's County will be notified and will be responsible for making the arrangements.

HSMC will establish a Situation Office in our Administration Building to deal with any emergencies. If we can provide further information or answer questions you might have, please feel free to contact our education office at 240-895-4979.

Sincerely,



Regina M. Faden
Executive Director

P.O. BOX 39, ST. MARY'S CITY, MARYLAND 20686