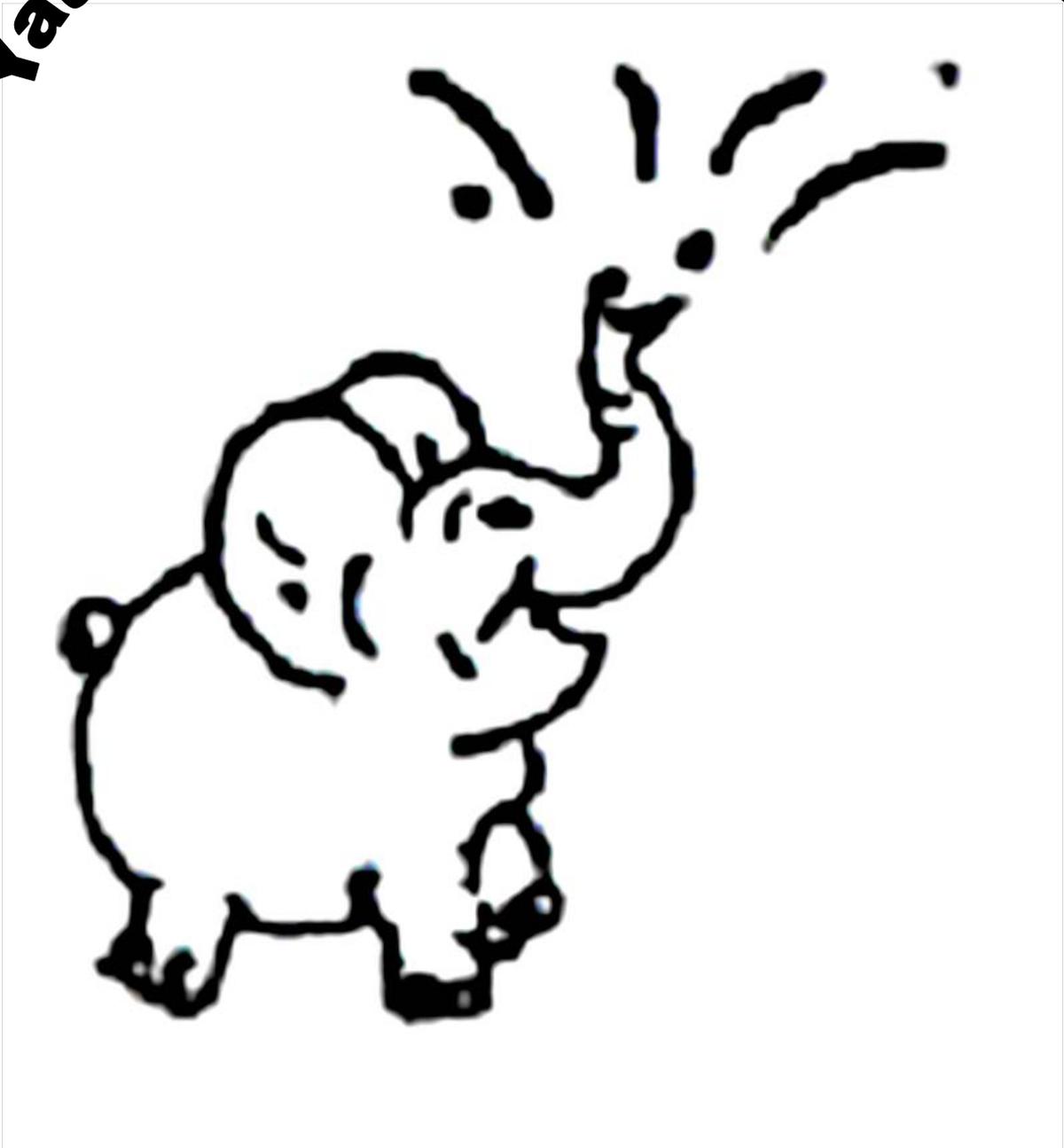


Yateley Community Pre-School



EMERGENCY RESPONSE PLAN HANDBOOK

We have developed general operating guidelines, and procedures for a list of critical events and emergencies. This plan will not limit the use of experience, good judgment, common sense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.

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EMERGENCY RESPONSE PLAN

This plan defines emergency response operations such as communications plans, child release procedures, general emergency actions, and hazard-specific procedures. This plan will be reviewed by all preschool staff annually.

EMERGENCY COMMUNICATIONS

If an emergency occurs during preschool hours:

- Do not drive to the school unless it is safe to do so and/or you have been directed by the preschool director to pick up your child.
- It may be difficult to get through to the preschool via telephone because of damage to phone lines or mobile phone tower outage. Staff will contact parents as soon as possible.
- Tune to news media for emergency instructions.

In times of emergency, information about the status of schools is communicated through a variety of media. The preschool requests that parents do not call their child's school in times of emergency as it is important to keep phone lines free for emergency communications. Circumstances may prevent parents from picking up their children or may require that children be picked up at a location other than the preschool facility. The safety of children and staff is our first priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

- Local media
- The preschool website: www.yateleypreschool.co.uk or our FaceBook page

In times of emergency, general information will be shared with the community through local radio.

The staff of Yateley Community preschool will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency services.

GOALS

The primary goals of this plan are to:

- Develop effective crisis and security plans that will promote the safety and welfare of children and preschool staff, protect preschool property, and regulate the operation of the preschool during a crisis incident, critical incident, or medical emergency.
- Prepare children and preschool staff to take appropriate actions in response to natural, technological, or preschool specific hazards.
- Provide parents with accessibility to the policies, guidelines and procedures we will be utilizing during an emergency.

SCOPE

For purposes of this Emergency Preparedness Plan, preschool crises are organized into two categories: critical incident and medical emergencies.

Critical incidents are events requiring an immediate response by public safety agencies and are managed by the preschool staff only until public safety officials arrive. They are not limited to natural and technological disasters, or security emergencies that adversely affect the normal operation of the preschool. Examples include: flooding, severe thunderstorms/weather incidents, terrorist attacks, fire, hazardous material spills, situations involving a hostage or kidnapping, threats involving weapons, explosions, and fugitive or suspect being pursued near the preschool by law enforcement.

Medical emergencies are those possible life threatening situations arising from health conditions as well as unintentional injuries. Examples include cardiac arrest, serious illness or condition, seizure, playground accidents, and acts of violence that require emergency medical treatment. Preschool staff and local emergency medical personnel have primary responsibilities in responding to medical emergencies. Acts of violence will also require law enforcement involvement.

A crisis incident, critical incident or medical emergency can vary in scope and intensity. Situations can range from a non-emergency school crisis involving a single student to a life threatening situation affecting the entire preschool.

EVACUATION LOCATIONS

On-site Evacuation

There are several causes for evacuation utilized by the preschool.

Safe Place One is the typical on-site evacuation to a Safe place, where children and staff are evacuated from the pre-school main room to safe rooms - located in the preschool building. Safe rooms are located in areas of the building that maximize the safety of occupants. A Safe Room is used when evacuation would place children at risk. Safe Rooms may change depending on the necessity and emergency conditions. The kitchen and office doors can be locked. The most common on-site evacuation would be in response to severe thunderstorms/weather incidents, structural hazard, or severe outside environmental hazard, outside gang activity.

Safe Room procedures

Manager

Communication will be by landline, mobile phone, word of mouth, the Manager would shut off heating, ventilation and air conditioning to stop inflow of outside air into the building.

Teachers

Immediately move to a Safe Room (if it is safe to do so) using the closest route to Safe Room. The kitchen and office doors can be locked. Teachers will take attendance and account for all students. If necessary place towels along the bottom of doors No students or staff are allowed outside the

building. Close and lock all exterior doors and windows. Monitor the main entries until the “All Clear” is given.

Lock Down and Hide

When there is a threat of violence or serious incident that could jeopardize the safety of children/staff including intruders, shootings, hostage incidents or civil disturbance. The staff will lock the doors and place children in the safest place possible in pre-school or the nearest safe room that can be locked. Stay quiet and as still as possible, use furniture to hide under or behind. A staff member will call 999, identify the name and address of the preschool, describe the emergency situation. Move children and staff away from the doors and windows.

Lockdown/Get Out

If an immediate life threatening situation exists, exit immediately to a place of safety when possible. Fire Evacuation is when staff and children are moved out of the preschool facility to a safe location outside the building. Children are directed to leave the building and assemble at a designated site across the playground, far side. Evacuate the building quickly and calmly take the register and evacuation box. If caught in smoke, have everyone drop to hands and knees and crawl to exit. Pull clothing over nose and mouth to use as a filter for breathing. If clothes catch fire, STOP, DROP, & ROLL until fire is out. If necessary, have staff person check areas where children may be located or hiding before leaving building. Report any missing children to the Manager immediately. Gather in designated meeting place outside and account for all children and staff. Call 999 from outside of building. Do not re-enter building until cleared by fire department. Fire Drills are practiced each half term. We would move children to off-site evacuation site, as a result of a natural disaster or facility hazard, or an incident in which the preschool building is damaged or considered unsafe. The staff and students would need to immediately relocate to a different building. In this case, the children are escorted across to Cranford Park C of E Primary School until Parent Reunification has been organized and parents have been notified when and where to pick up children.

Off-Site Evacuation

We will move the children to Newlands Primary School in Dungells Lane with the help of staff of Cranford Park Primary School if the evacuation is due to a bomb, toxic spill, explosion or gas leak, All staff members will accompany the children to the school and remain with them while families are notified. After an emergency incident, and once it is deemed safe to pick up the children, parents will be directed by preschool staff to the Parent pickup location in response to the emergency incident for reunification. Children will only be released to persons who are listed on the children's enrolment form.

During emergencies, parent, relatives, and friends often rush to the school incident site to check on the safety of children and staff. The resulting blockage of streets and large number of people can severely hamper response actions by emergency agencies. Please stay near a phone for further information rather than come to the pre-school.

FAMILY REUNIFICATION

Purpose: The Family Reunification Protocol is used to ensure a safe and secure means of accounting for children and reuniting parents/guardians with their children whenever the preschool facility or grounds is rendered unsafe and an off site location is needed. information will be put on the preschool website: www.yateleycpreschool.co.uk and our Face Book page to let parents know when and where to collect their child..

Procedures for Other Emergency Events

Bomb Threat

CALL TAKER: Upon receiving a message that a bomb has been placed in the preschool:

Use bomb threat checklist

Ask where the bomb is located, when the bomb will go off, what materials are in the bomb, who is calling, why the caller is doing this. (See Bomb Threat Checklist)

Listen closely to caller's voice and speech patterns and to noises in the background. After hanging up the phone, immediately dial 999. Notify the Preschool Manager immediately. The Manager or person who took the call ask the children and staff to evacuate the building.

Ensure staff who received the call completes the Bomb Threat Checklist and gives the Police. If a suspicious item is located, notify the Police straight away, order an EVACUATION immediately selecting routes away from the suspicious item. Evacuate to our offsite location starting with Cranford Park primary School. DO NOT ACTIVATE the fire ALARM. Teachers and staff will leave doors open when exiting. Children and staff must be evacuated to a safe distance outside of school building a MINIMUM of 1000 Feet is the general rule. Consult with Fire and Police officials. Arrange for person who found a suspicious item to talk with the Police. No one may re-enter the building until fire or police personnel declare them safe. The Preschool Manager and police will notify children and staff to "All Clear" or for Family Reunification procedures.

BOMB THREAT CHECKLIST

Description Detail Report Questions to ask:

- 1) When is the bomb going to explode?
- 2) Where is it right now?
- 3) What does it look like?
- 4) What kind of a bomb is it?
- 5) What will cause it to explode?
- 6) Did you place the bomb?
- 7) Why?

8) What is your address?

9) What is your name?

Exact wording of the threat:

Sex of Caller: _____

Race: _____

Length of Call: _____

Age: _____

Date: _____

Time: _____

Number at which call was received: _____

Notes:

Caller's Voice –

Circle as applicable:

Calm	Lisp	Deep	Accent
Nasal	Slow	Soft	Slurred
Angry	Raspy	Loud	Familiar
Stutter	Rapid	Excited	Crying

If voice is familiar, whom did it sound like? _____

Background Sounds:

INTRUDER/HOSTAGE

Intruder – When an unauthorized person enters the school property:

Notify Preschool Manager. The preschool Manager may issue a Lock Down and Hide procedure at this time if needed.

Ask another staff person to accompany you before approaching the intruder.

Politely greet intruder and identify yourself.

Ask intruder the purpose of his/her visit.

Inform intruder that all visitors must register their arrival.

If intruder's purpose is not legitimate, ask him/her to leave.

Accompany intruder to exit.

If intruder refuses to leave:

Warn intruder of consequences for staying on preschool property .

If intruder still refuses to leave, dial 999 and give a full description of the intruder. (Keep intruder unaware of call for help, if possible.)

Walk away from intruder if he/she indicates a potential for violence.

Be aware of intruder's actions at this time (where he/she is located in school, whether he/she is carrying a weapon or package, etc.)

Maintain visual contact with the intruder from a safe distance.

Hostage Situation:

If hostage taker is unaware of your presence, do not intervene.

Notify the Preschool Manager.

The Preschool Manager will announce Lock Down and Hide action. The Preschool Manager or Staff Member will ensure children and staff outside are notified of the Lock Down and Hide in order to move children to a safe room that can be locked.

The Preschool Manager or Staff Member will call 999 immediately.

Give details of the situation: description and number of intruders, exact location in the building, and that the school is in LOCK DOWN.

The Preschool Manager will give control of scene to police and hostage negotiation team.

Staff will implement Lock Down procedures upon hearing the alert. If outside, move to safe area and wait for further instructions.

Everyone should remain in Lock Down until given the "All Clear" or if directed in person by a Police officer.

If taken hostage:

Follow instructions of hostage taker.

Try not to panic.

Calm children if they are present.

Treat the hostage taker as normally as possible.

Be respectful to the hostage taker.

Ask permission to speak and do not argue or make suggestions.

UTILITY LOSS OR FAILURE

Utility failure is the loss of interruption of electrical power, natural gas, water or sewage services to the pre-school. In certain situations, children may need to be relocated until the power is restored.

Preschool Manager

Upon notice of loss of utilities, the Preschool Manager will initiate appropriate immediate response actions, which may include Off-Site Evacuation or Evacuation to Cranford Park Primary School..

The Preschool Manager may direct staff to shut off utilities, as deemed necessary.

The Preschool Manager or Staff Member will contact the local utility company and determine the anticipated duration of the outage.

The Preschool Manager will determine whether the school should be closed. If so, parents are to be notified to pick up their children.

MEDICAL EMERGENCY

Preschool Staff Response – All Staff are First Aid trained

Quickly assess the situation. Make sure the situation is safe for you to approach. Examples of danger include, but are not limited to: Live electric wires, Gas leak, Building Damage, and Animal threat.

Immediately notify emergency responders by calling 999, if necessary, after assessing the seriousness of the injury or illness.

Under life and death circumstances, call or have someone call 999 immediately. Be prepared to provide the school name and address, exact location ; describe illness or type of injury, and age of the victim(s).

Immediately inform the Preschool manager.

Protect yourself against contact with body fluids.

Administer appropriate first aid according to your level of training until help arrives.

Comfort and reassure the victim.

Do not move the sick or injured unless the scene is unsafe. If the victim is not breathing or there is no pulse, begin Cardiopulmonary Resuscitation (CPR) or Rescue Breathing until help arrives.

Assign a staff member to meet emergency responders and lead them to the injured/sick person.

Assign a staff member to remain with the victim if they are transported to the hospital.

Notify parent or guardian of the situation, including type of injury or illness, medical care given , and location where the victim has been transported.

Ensure student/staff medical information from administrative records is sent to the hospital.

Develop and maintain written documentation of the incident.

Follow up with the parents or guardians.

PANDEMIC FLU/CONTAGIOUS DISEASE We will enforce illness exclusion policies for children and staff - sick children and staff must stay home or will be sent home.

Daily Morning Health Checks will be utilized in order to prevent illness.

School will be closed as necessary due to pandemic illness.

Check preschool website, or Face Book page for notifications. Follow simple guidelines: Keep Sick Children Home. Use a tissue (or a sleeve, in a pinch) to catch a sneeze or cough. Wash your hands often and, after using a tissue or helping a sick child. Monitor local and Public Health websites and other news media for current pandemic flu status information, recommendations, and instructions.

Terrorism

The Manager and Staff should always be on the lookout for unusual persons or things such as: Unusual unsolicited deliveries Suspicious items left around the outside of the facility Individuals “hanging around” for no apparent reason.

Enforce facility security

Ensure that all visitors are identified and appropriately cleared before they enter the facility. Bear in mind that the criminals/terrorists may have multiple attacks planned. Notify authorities as soon as possible Follow evacuation plans for Bomb Threats.

All Emergency Response Plans are reviewed annually.

Emergency Phone Numbers Police, Fire, Medical Emergencies 999

Our Electricity and Water is paid through the school, contact 01252 870536 re both