

Emergency Plan for Hanborough Pre-school

INTRODUCTION

An Emergency is “An event or circumstance which happens with or without warning that causes or threatens injury to people, disruption to School operations, or damage to property or to the environment”. Emergency Planning College

The objective of this Plan is therefore to provide a reasonably practicable prepared response to an emergency to protect life and property and minimise the adverse effects on the school.

- 1.1. It is responsible for the Emergency Plan is _____ who will:
- a. Maintain and operate the Emergency Plan in response to emergencies that may affect the Hanborough Pre-School
 - b. Keep it up-to-date, including undertaking an annual review, but also incorporating interim revisions as required in response to specific incidents, information provided by the LA, or to changes in legislation or accepted best practice.
 - c. Ensure that all staff and parents are aware of its existence, contents and implications for themselves and have access to a copy of the Plan.
 - d. Test the Plan to ensure its effectiveness, and review the test to identify and areas for improvement.
 - e. Complete or supervise the completion of paperwork during and following an emergency

Examples of situations when the emergency plan may be used:

- 1.1. Accident requiring emergency first aid
- 1.2. Bomb Threat/Suspect Packages
- 1.3. Carbon Monoxide Leakage
- 1.4. Chemical/Toxic/Hazardous Material Spill
- 1.5. Earthquake
- 1.6. Evacuation of building due to Pavilion being required for emergency purposes
- 1.7. Fire
- 1.8. Severe Weather
 - Snow
 - Flooding
 - Heat wave
 - Lightning Strikes
- 1.9. Air Pollution/Industrial Emergency
- 1.10. Gas Leak
- 1.11. Heating Failure
- 1.12. Hostage Situation In A School
- 1.13. Industrial Emergency Near School
- 1.14. Missing Child/Abduction/Runaway
- 1.15. Offensive Weapons
- 1.16. Outbreak Of Disease Or Illness
- 1.17. Terrorism
- 1.18. Threatening Or Suspicious Person Inside Or Outside School
- 1.19. Trespassers/Intruders
- 1.20. Unsafe Structures
- 1.21. Utility Failure

Emergency situations are usually unplanned. They can also be traumatic, requiring an immediate response to minimise the impact and reduce the risk of further escalation. The first task in the event of an emergency situation is therefore to gather relevant information in order to make an assessment of the situation before any decisions are made. Remember:

Information gathered will be verifiable, accurate and reliable, not elaborated, enhanced, inferred, suggested, assumed, and not to be based on hearsay or second hand information.

Once the information has been gathered, staff will make an informed decision regard the best course of action to the welfare and well being of all children and adults at Hanborough Pre-school. The Chairperson, parents, carers and other relevant organisations such as the Hanborough Playing Fields association will be informed as soon as possible.

Initial Contact – Information Gathering

What is the Source of the Information? (e.g. who contacted you, name, title, organisation, telephone number)
Date and Time:
What has happened?
Where did it happen? (e.g. location of the incident)
When did it happen? (e.g. how long ago)
Why did it happen? (N.B. caution – remember it may be too soon to establish the cause or blame at this stage)
Who was involved? (e.g. names and numbers of children, leaders and others)
How were they affected? (e.g. uninjured, casualties, fatalities, missing)
Where are they now? (e.g. where have the uninjured, casualties, fatalities been taken, who is with them, are they safe, how can they be contacted?)
What is their current Condition? (e.g. are they safe and well and being looked after?)
What is happening now? (e.g. is the emergency resolved or still ongoing, are those involved in transit, where to, when will they arrive?)
Relevant contact details: (e.g. who is in charge and how can they be contacted. Include school contacts and those from other relevant organisations or individuals)
Has anyone else been informed? (e.g. emergency services, Forestcare, LA, names and numbers, what were they told?)
What additional resources or assistance are required?
Person Completing, date and time:

Evacuation of the Pavilion

In the event of any of the aforementioned incidents taking place, it is likely that a staff and children may need to evacuate the building and relocate in a safe haven until all children can be collected. Should the Pavilion building need to be commandeered as an emergency point of refuge, the following plan will need to be put in to place.

-At least two members of staff are to remain with and supervise the children at all times

-Adult 1 will telephone Hanborough Manor School to inform them of the situation and be advised of the correct entrance to use to access the school site, collects register and completes emergency paperwork

-Adult 1 collects children's emergency details, first aid bag and changing bag for personal hygiene

-Adult 2 and other adults gather children and prepare them to leave the building in the most appropriate way

-Adult 3 remains at the hall if necessary to inform emergency and provides them with relevant information

-Adult 1,2 and other adults leave the Pavilion for the Manor School and enter via the agreed entrance, into the designated area at the school. The school office is informed of how many children and adults have arrived on the school premises

-Adult 1 telephones parents and carers to inform them of the incident and advice them on where they need to come to collect their children as soon as possible

-Adult 2 and other adults supervise the children at all times

-Adult 1 ensures only designated people collect the children from the School and completes the register, marking children as out when they are collected.

-All staff remain with the children until all children are collected

Accident at the setting when emergency First aid is required

In the event of an emergency when 3 or more Members of staff/suitable adults are on the premises

Adult 1 – to stay with patient and administer relevant first aid

Adult 2 - To phone for the ambulance and /or emergency contact (next of kin) and inform adult 1 of their progress

Adult 3 – To remain with the children

Adult 2 – Meets the ambulance and has emergency details ready

Adult 1 – Goes with the patient to hospital if necessary

In the event of an emergency when 2 Members of staff/suitable adults are on the premises and the child is the patient

Adult 1 – To stay with the patient and administer relevant first aid

Adult 2 – To phone ambulance, gather the children away from the patient, phone next of kin/

Emergency contact and emergency cover

Adult 1 – Collects emergency details when ambulance crew is at the scene and have taken over the care of the patient

Adult 1 – Goes with patient to hospital if necessary

In the event of an emergency when 2 Members of staff/suitable adults are on the premises and the adult is the patient

Adult 1 – To administer relevant first aid to patient. Get the children quickly and sit them down, phone ambulance, emergency cover and next of kin