

## Trinity Buckingham Academy Emergency and Disaster Preparedness 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, commonsense, discretion, flexibility, and ingenuity to adapt to any type of critical event, emergency, and the complexities which exist under emergency conditions.

### Emergency Response Plan

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

#### **Number of children and staff**

The Buckingham Police, Fire, and Health Departments know that we are a licensed preschool. On a daily basis the maximum number of children and staff who could be in attendance is as follows:

#### Ratio of children/teachers

Jumps: 8/2

Panda: 12/2

Koala: 12/2

Dolphins: 12/2

Sea Turtles: 12/1

#### **Location of the school:**

**2631 Durham Road  
Buckingham PA 18912**

#### **Seven Important Steps to take during a crisis or disaster:**

1. Assess the seriousness of the situation
2. Call 911 and secure everyone's safety
3. Get assistance for victims
4. Follow appropriate procedures as designated in this plan and according to the type of crisis
5. Notify families of student/staff involved. This shall be done by the director, or person designated by the director.
6. Reassure the children
7. As soon as possible, fill out an incident report and notify the proper officials.

## Emergency Communications

If an emergency occurs during preschool hours:

- Do not drive to 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 cell phone tower outage. Staff will contact parents as soon as possible
- Tune to news media for emergency instructions
- Website: The Town of Buckingham website is updated with emergency information, as it is made available by the Buckingham Emergency Operations Center.
- Weather alert via computer: Weather Channel is on the preschool computer alerts us to weather emergencies.
- Cell Phones: Emergency Alert activated on all staff members cell phone

## Contacting Parents

- Phone numbers locations  
*Group Notebook*: Each group has a notebook that contains all of the parents' contact numbers including home, cell and business numbers. This goes with each group at all times, both indoors and outdoors.  
*Originals*: These are kept in the main office.
- Contact procedure  
One person from each group would be able to call either using their cell phones.
- Email contact location and procedure  
All parent email addresses are available through a web-based email system and can be accessed by smart phone or a computer. The alternate coordinator can email all parents from a computer in the preschool office.

## Contacting outside of TBA (emergency notification numbers)

Medical, Fire, Rescue:	911
Buckingham Police Department:	215-794-8813
PECO:	1-800-841-4141
Poison Control Center:	1-800-222-1222
TBA Office Phone:	215-794-5530
Trinity Episcopal Church Office:	215-794-7921

## Goals

The primary goals of this plan are to:

- Develop effective crisis and security plans that will promote the safety and welfare of students and preschool staff, protect preschool property, and regulate the operating of the preschool during a crisis incident, critical incident, or medical emergency.
- Prepare students 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 and crisis incidents.

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:

- Severe thunderstorms/weather incidents
- Terrorist attacks
- Fire
- Hazardous material spills
- Situations involving a hostage or kidnapping
- Threats involving weapons
- Explosions
- 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:

- Serious illness or condition
- Seizure
- Playground accidents

Critical incidents and medical emergencies 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**

The Emergency Exit Plan is posted in each room and includes the location of rooms, doors, and windows, and obstacles, fire extinguishers, and fire alarms. Two unobstructed routes from each classroom have been labeled.

Our designated safe assembly area and alternative safe location sites:

- Trinity Episcopal Church faith hall (primary indoor evacuation)
- Trinity Episcopal Church Choir Room (secondary indoor evacuation)
- Parking lot by playground (primary outdoor evacuation)
- Parking lot by Pastor Nancy's house (secondary outdoor evacuation)
- Family of God Lutheran Church (alternative safe location)

## **Critical Incidents**

### **Lock Down and Hide**

When there is a threat of violence or serious incident that could jeopardize the safety of students/staff including intruders, shootings, hostage incidents, or civil disturbance. The staff will lock the doors and place children in the safest place possible in the classrooms or nearest safe room that can be locked.

Preschool Director will make the following announcement using cell phones or runners: Your attention, we are in a lockdown and hide emergency. You must lockdown and hide immediately.

Director or preschool staff will call 9-1-1, identify the name of school, address, describe the emergency, state the school is locking down, provide intruder description and weapon(s) if known.

- Immediately move to Safe Room (if it is safe to do so) using the closet route to Safe Room
- Teachers will take attendance and account for all students
- Report any missing students to the Director via text message
- lock classroom doors
- close all blinds and windows
- Children are to sit/lie down QUIETLY out of site line of the door
- Text class "safe" when in shelter
- No one outside is allowed outside the classroom until an "all clear" is given

## Fire

Activate fire alarm or otherwise alert staff that there is a fire by use of cell phones or runners.

### *Notification of fire and initial procedures*

**Fire Alarm:** all staff members are responsible for notifying the school of a fire by pulling the fire alarm. This also alerts the Fire Department that there is a fire at our facility. Call 911 from outside the building.

**Classes evacuate:** The groups would then evacuate by exiting through the closest door as designated on the chart posted in their rooms and then going to their assigned meeting place.

**Sweep of rooms:** This is done by the director.

### *Initial fire/disaster meeting place location:*

- Jumps: Meet by the fence of the playground by the shed
- Pandas Meet by the fence of the playground by the shed
- Koalas: Meet by the fence of the playground by the shed
- Dolphins: Meet by the fence of the playground by the shed
- Sea Turtles: Meet by the fence of the playground by the shed
- Lunch Bunch: Meet by the fence of the playground by the shed
- Kids Club/Kindergarten Enrichment: Meet by the fence of the playground by the shed

**Groups meeting together:** Teachers are advised that if they have children from one group in two different areas, they are to text each other and then meet in their designated spot outdoors if it is safe to do so.

**Taking attendance:** Lead teacher takes attendance and report to Director

**Assessing the situation:** The director will either have the students:

- Stay where they are
- Relocate to one of two secondary meeting places, or
- Return to their rooms

Two secondary relocation places:

In the event that it is deemed necessary to move further away from the building, or an evacuation from the site is necessary, the two places to meet are:

1. Move to the far end of the parking lot
2. Family of God Lutheran Church

*Contacting parents regarding further evacuation or need to be picked up*  
Parents would be contacted using the staff cell phones and group notebooks that contain the home and emergency numbers of each child. These also include alternate contact people, if the parents cannot be located. If we did not have to further evacuate, parents would be asked to pick up their children at the school.

Fire drills are practiced every 60 days.

## **Severe Storms**

### **Snow/Ice**

- Turn off and unplug computers; turn off any natural gas in anticipation of possible power outage
- No open flame, candles, matches or lighters should be used for temporary lighting if outage occurs
- Keep students indoors
- Await decision of possible early dismissal by director

### **Tornado Warnings: a tornado has been sighted or indicated on RADAR and protective measures should be taken immediately**

- Move children to the preschool hallway
- Close all doors
- Wait for emergency services to notify that tornado warning has expired
- Await a decision of possible early dismissal by director

### **Floods**

- Inform occupants and evacuate classroom. Take the closest and safest exit route as posted. Use secondary exit route if primary exit route is blocked or hazardous.
- Follow evacuation procedures to inside or outside assembly area
- Take attendance and account for all students
- Call 911

## **Medical emergency**

### **All staff are first aid and CPR certified**

#### **Acute illness of child or staff**

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 911, if necessary, after assessing the seriousness of the injury or illness.

Under life and death circumstances, call or have someone call 911 immediately. Be prepared to provide the school name and address, exact location, describe illness or type of injury, and age of victim.

Immediately inform the Preschool Director  
Protect yourself against contact with body fluids (blood borne pathogens)  
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, ask someone to retrieve the Automated External Defibrillator (AED) located in the preschool lobby by the bathrooms and begin CPR or rescue breathing until the AED is ready to use.

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### **Sharing, practice drills, and updating the plan**

*Staff:* The plan will be shared with the staff yearly at a meeting. Each staff member will be given a copy of the plan for their Personnel Handbook. The plan will be in each group notebook. When new staff is hired, the plan will be discussed with them

*Parents:* The plan will be available outside the preschool office, discussed at orientation, and posted on our website.

*Midway Fire Company and the Buckingham Police Department* will review the Trinity Buckingham Academy Emergency Plan and their advice on the effectiveness of the policies will be solicited. Policies will be changed in accordance with their expert advice.

*Fire drills:* The staff and children will conduct fire drills on a monthly basis.

*Taking shelter, lock-down, lost child, and evacuation drills:* Each will be practiced once a year by the teachers.