

Stratham Circle Learning Center
6 Emery Lane
Stratham, NH 03885



Crisis Management Policy

Purpose

This plan is about managing a crisis and will help us manage and communicate during this crisis to ensure the safety of each child in our pre-school. Crisis management is about protecting our children and about communicating before, during, and after a crisis with children, parents, and emergency personnel.

The following plans of action have been developed to provide for the safety of our children in the event of a crisis. The plans will be followed by each member of the staff upon notification of a crisis situation by the director or her designee(s). The Crisis Management Plan will be reviewed by the staff on an annual basis as a part of the pre-service training before the opening of school.

Crisis Plan

General Responsibility

A. The Pre-School

The pre-school will retain responsibility for all children on premises until they are released to a parent, guardian or emergency contact or until they have been transported to an official evacuation center, in which case the director/assistant-to-the-director will remain with children until all have been reunited with their families.

B. The Staff

All staff will remain on the premises as service workers, and will not leave the premises until the director/assistant-to-the-director give them official permission to do so.

C. Parents and guardians

Parents and guardians should not telephone SCLC. For area wide affected events they should listen to the radio for progress reports on whatever disaster is taking place and follow official instructions as relayed by officials via the radio. If parents and guardians are able to reach the school without danger to themselves or without interference with disaster workers, they should come to pick up their children. Children will be released only to parents or guardians. Other events status and action requirements will be communicated directly to parents or guardians from the school staff as soon as possible and as information is available.

Categories of potential crisis (not in order of significance or severity)

1. Fire
2. Hurricane, tornado or severe wind storm
3. Propane leak
4. Water leak/overflowing condition
5. Explosion, aircraft crash or bomb threat to building
6. Seabrook nuclear emergency
7. Power outage
8. Extreme winter weather
9. Biological or chemical exposure
10. Abduction of child
11. Lost child
12. Medical Emergency
13. Contagious illness
14. Suspected dangerous person on-site
15. Death of a child, parent or staff member
16. Integrity issue, legal problem, termination etc
 - a. Teacher/staff
 - b. Church official
 - c. Advisory board member

In Case of:

1. FIRE

A. Save Life: Evacuate any persons in immediate danger to designated area.

B. Sound Alarm:

- Use fire alarm pull stations (red and at end of each hall?)
- Supplement alarm with voice commands

C. Report Fire:

- Activate the nearest fire alarm (see facility site plan in attachment)
 1. Upstairs studio near fire extinguisher
 2. Upstairs and downstairs by elevator
 3. Near front door to church office
 4. In Rust Room next to rear exit door to playground
- Dial 911
- Give location of fire
- Assign one person to meet the fire officials

D. Use Wall Fire Extinguisher if it is safe to stay in the area while doing so

- Downstairs extinguisher is located in the front hall on right as you enter the building.
- Upstairs extinguisher is located at the top of stairs on the left and next to hallway door leading to bathroom.

E. Close all doors to contain/slow the spread of fire and smoke

- Teachers/assistants are responsible for doing this in their own rooms and in neighboring rooms that are unoccupied
- Director/assistant-to-the-director does this in all other rooms

F. Utilities: If fire is major, assign one person to shut off electricity in the Clothes Attic room in the basement. Once in the clothes Attic room, turn left and enter the utility room. The gray control panel is to the right. Open the panel and turn off the main switch. The propane gas valve should also be shut off. The tank is located outside the building on the right side of the church building (near the playground sandbox). Close the knob by turning clockwise.

G. Evacuate the children and adults to a designated area well away from the building and safe from traffic. Bring the evacuation backpack.

H. After Evacuation:

- When safe within the evacuation area, all children and adults must be accounted for
- First aid is administered if needed
- Building is not reentered until fire officials give permission

- Upon consideration of the severity of the fire, the director/assistant-to-the-director will decide whether or not to further evacuate to the Decker residence at 2 Emery Lane.
- When safe within the new evacuation area, all children and adults must be accounted for
- Wait for parents/caregivers to arrive

2. HURRICANE, TORNADO OR SEVERE WIND STORM

A. If there is sufficient warning, children can be picked up by their parents or guardians.

B. Children who are at the pre-school during the tornado warnings should be kept indoors. They should be taken to the lower level of the church to the Clothes Attic room via the back stairway and go to a windowless area in the NE corner of the room. They should drop to their knees, find a sturdy table and cover their heads.

C. Take emergency backpack and use the portable radio to keep informed of the progress of the tornado and of predictions and/or any special instructions from local officials

3. PROPANE LEAK,

The only source of propane is the tank outside the kitchen on the right side of the church building. It only provides fuel to the stove in the kitchen. Should a leak be discovered go to the tank and turn off the valve turning the knob clockwise.

4. WATER LEAK/OVERFLOWING CONDITION

If there is a water leak in one of the bathrooms or a toilet overflows, immediately turn off the water at the valves under the sink or in back of the toilet. If this does not stop the water leaking, go to the first bathroom in the Rust Room on the ground floor. Open a small utility door and locate the second valve. Push valve down to turn water off. This will shut off the water to the entire building. Notify all of the staff of the condition and call the property committee representative of the church or custodian to fix the problem. Utilize the wet-vac machine to suck up the water on the floor. Use a disinfectant cleaner to sanitize the floor area once the water is removed.

5. EXPLOSION, AIRCRAFT CRASH, OR BOMB THREAT TO BUILDING

A. Dial 911 if first to know of incident or if notified by authorities, follow police instructions or other officials.

B. If police or other officials are not on site, and no instructions are given, evacuate pre-school children from the property down Winding Brook road as far as felt necessary to remove children from the danger.

- Teachers/assistants bring emergency back pack, car keys, cell phones, and student emergency forms as they exit building.
- Director/assistant-to-the-director checks bathrooms for occupants.
- When safe within the evacuation area, all children and adults must be accounted for. Continue to communicate with local police during this time.
- Administer first aid as required.
- Call all parents, guardians or emergency contacts and let them know what has happened and how to best pick up their children.

6. SEABROOK NUCLEAR EMERGENCY

A. Follow existing instructions issued by Stratham Emergency Response Organization and/or state organizations (see attachment)

B. A summary is as follows:

1. Alert – provide officials current facility attendance and transportation requirements
2. Site area emergency – after providing information under Alert stand by for further updates. If sheltering is recommended, close all windows & doors and turn off all ventilations systems. Remain indoors and await further instructions. If evacuation is specified, account for all children present. Call and email all parents, guardians or emergency contacts to let them know of evacuation plans. Children may be released to parents/legal guardians or authorized individuals if they arrive prior to vehicle boarding. Ensure building is secure before leaving. Buses will transport children to designated town and shelter. Staff members will stay with children until the emergency is over or they have been safely turned over to parents, guardians or emergency contact.

7. POWER OUTAGE

In case of a power outage a staff member will try to locate the source if it is perhaps within the building, and a staff member will notify the designated property person for the building. If the outage is external to the building a call will be placed to the local utility (Unitil 800-582-7276) and report the situation. The situation will be monitored and action for early dismissal will be made by the Director or designated assistant as deemed necessary. The room temperature must be maintained at or above 65 degrees F, the toilets must still be able to flush properly and the running water must be warm.

Should the above conditions fail to be met, the parents, guardians or emergency contact will be called to pick up their child as soon as practical.

8. **EXTREME WINTER WEATHER**

SCLC will be closed when Stratham Memorial School is closed for snow days or inclement weather. Our guide is WMUR, Channel 9 News, or go to www.wmur.com for cancellations.

The school follows the recommendations and actions of the local public school system so in most cases a crisis can be avoided. In the event severe weather such as ice or snow storms suddenly occurs after school starts and children are in the school, the Director or designated staff member will learn as much as possible from local radio, computer web sites and phone calls to the public school, before making recommendation for action. If weather is deemed to be potentially severe, parents, guardians or emergency contact will be called to pick up their child ASAP. The school staff will remain at the school until all children are picked up.

9. **BIOLOGICAL OR CHEMICAL EXPOSURE (*Shelter-in-Place*)**

A “Shelter-in-Place” event occurs when there are harmful external atmospheric conditions that may exist, other than from Seabrook Nuclear which has been covered above. These potential conditions or attacks may be biological, chemical, naturally occurring, or radiological in nature. To ensure the safest environment, all students and staff will be brought indoors and the building secured from entry. Advisory signs will be posted at the main entrance doors that read “Shelter-in-Place.” Neutral pressure is created in the school/facility by closing all windows and doors, and shutting down the ventilation, and air conditioning system so that contaminated air will not be drawn into the building. School officials will be on watch for students or staff who may exhibit exposure symptoms. For those exhibiting exposure symptoms, appropriate basic first aid will be rendered and medical assistance summoned via the local town safety call center. Decontamination of clothing and skin may be required and involves separating the exposed student from others and directing the student to wash with soap and water. Exposed clothing will be sealed in plastic bags. For events such as a biological threat, students may be required to remain in school for an extended period of time. It is the School’s goal to return students to their parent or guardian as soon as it is determined safe to do so. The School will maintain close contact with and follow the directions provided by public safety and health officials.

10. ABDUCTION OF A CHILD

In the event that any child is abducted or suspected to have been abducted from the pre-school, the following procedures will be used:

A. Report the incident immediately to the director/assistant-to-the-director

B. The director/assistant-to-the-director will call 911 to report the incident

C. Any witnesses (staff/students) will remain in the pre-school office area until police personnel can speak with them. The witnesses will remain separated.

D. If a student has been abducted, the director or assistant-to-the-director will contact the parent or guardian. The parent or guardian will be advised of what has occurred as well as what is being done. The parent or guardian will be instructed to come to the school to meet with school and police officials. The parent or guardian will be asked to bring a recent photo of the student as well.

E. The director/assistant-to-the-director or other staff member will go to the location where the abduction is known or is reported to have occurred to keep that area secure until police personnel arrive.

F. Staff will assist police as they arrive by providing the student's file and any school photo.

11. LOST CHILD

Should a child be missing for any period of time all efforts will be made to search for the child both inside and outside the school facility. If the child cannot be located, the staff will be gathered to decide who should be sent out to continue the search and the parent or guardian will be called immediately. Local police and or 911 will be called to engage their assistance. The parent or guardian will be asked to bring a photo of the child to the school for use in the search. All efforts will be made to find this child ASAP.

12. MEDICAL EMERGENCY

A. Eliminate the need for a medical emergency by taking the following precautions in the classroom:

- There must be no dangling electrical cords
- The cords to any blinds must be safely secured
- All chemical cleaning agents must be kept out of reach of children
- No hot glue guns or irons may be used in the classroom without direct adult supervision

B. If an emergency occurs notify the director/assistant-to-the-director and call 911. Provide basic First Aid/CPR until trained persons can respond

C. If the student's injuries are not serious and the student is kept in school, the director/assistant-to-the-director/teacher will notify the parents or guardians.

D. If further medical assistance is needed:

1. Parents or guardians will be notified and asked to pursue non-emergency assistance.
2. If it is determined to be necessary call an ambulance.
3. If the injured child is transported by ambulance, the director/assistant-to-the-director/teacher will accompany the child and remain with him/her until the child's parent(s) or guardian arrive.

E. The teacher/assistant who has witnessed the injury/illness will fill out an Accident Form and submit it to the pre-school office immediately.

13. CONTAGIOUS ILLNESS

It is the school's responsibility to contact the Board of Health if we suspect a child or staff member has contracted a communicable disease. In order to insure the health and safety of all our students and staff, we will strongly adhere to the recommendations of the Board of Health. We will notify families of exposure to communicable diseases in order for children to receive medical assistance if needed. Contagious illnesses will more than likely be averted through good communications with the parents and the school administration/teachers. Should such an illness strike suddenly while a child is at the school, the parent or guardian will be called immediately and the child will be taken out of the school ASAP. Depending on the nature of the illness a notice will be given to all parents and/or guardians explaining the situation.

14. SUSPECTED DANGEROUS PERSON (ON-SITE)

In the event a suspected Dangerous Person is found to be on the property, the following procedures will be used:

Immediately bring all children and teachers into the building and to pre-assigned rooms according to the LOCK DOWN PROCEDURE. A "LOCKDOWN" event occurs when there is an immediate hostile threat to the school. This may be an intruder, a firearms event, or an enraged non-custodial parent/guardian trying to take their child from school. If a lockdown announcement is made, call 911 to report situation and request help and determine if leaving the school in a safe manner is possible. If safe, lead the children out the appropriate door with the aid of the attached floor

plan and proceed to the Decker residence at 2 Emery Lane. If unable to evacuate the building adhere to the following:

If you are downstairs, go to room 104. Lock the door and deadbolt. Place black poster board over the window on the door. The green side shows police that everyone is all right. The red side shows that someone is injured. Take attendance to make sure all children are accounted for and attend to any injuries.

If you are upstairs, go to the office and follow the same procedure outlined above. Once the police have arrived, the door is to be unlocked and opened only if the officer knows the code word.

15. DEATH OF A CHILD, PARENT, STAFF MEMBER OR SIGNIFICANT PERSON IN CHILD'S LIFE.

This situation assumes the death has occurred outside the school and is not the result of any event responsible to the school, but will impact a child or children of the program. (A grief counseling procedure will be implemented which can be found in a separate document)

16. INTEGRITY ISSUE (teacher/staff, church official or advisory board member)

This situation will require consultation with the SCLC Advisory Board, the Church Board of Trustees and perhaps the Church Council. Media preparation will be implemented and a letter of explanation will be prepared for distribution as deemed necessary. The only person who will talk with the media will be the person elected to do so by the church's church council.

EXTERNAL COMMUNICATIONS – It will be the responsibility of the Director to manage all external communications to the media and/or community and state officials regarding information on an incident. Staff members will refrain from speaking with any external request for information regarding an incident. The Director will work under the direction of the Stratham Community Church Board of Trustees and Church Council to develop content, timing and method of delivering the external communications.

INCIDENT REPORT – An incident report shall be filled out and submitted to the Advisory Board and Board of Trustees after any incident occurrence included in this policy. See copy attached.

Prepared 01/16/2011

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2.0 PROCEDURES

Note Time

2.1 UNUSUAL EVENT

1. No notification. No action required

2.2 ALERT

1. Receive notification from the Stratham Emergency Response Organization and/or state organizations. _____
2. If requested, provide current facility attendance and any potential transportation requirements. _____
3. Stand by for further updates. _____

2.3 SITE AREA EMERGENCY/GENERAL EMERGENCY

1. Receive notification from the Stratham Emergency Response Organization and/or state organizations. _____
2. Provide current facility attendance and any potential transportation requirements. _____
3. Stand by for further updates. _____
4. If sheltering is recommended:
 - a. Close all windows and doors _____
 - b. Turn off all ventilation systems using outside Air (i.e., fans, air conditioning, etc.) _____
 - c. Remain indoors _____
 - d. Await further instruction from local Authorities or over the Emergency Alert System. _____

5. If instructed to evacuate: Note Time
- a. Account for all children present _____
 - b. If a transportation service is to be used, ensure transportation requirements have been reported and obtain the expected time of vehicle arrival. _____
 - c. If staff is available, group the children and assign a staff member to each group. Bring emergency back pack and cell phones. _____
 - d. Upon vehicle arrival (or if using own vehicle's), load the children into the vehicle's and proceed to the assigned reception center which will be one of two schools in Manchester, NH. _____

NOTE
Children may be released to parents/legal guardians or authorized individuals if they arrive prior to vehicle boarding.

- e. Ensure that the building is secure before leaving _____
- f. Assign a staff member to remain with the Children until they are picked up at the reception center by a parent, legal guardian or authorized individual. _____

**Stratham Circle Learning Center
INCIDENT REPORT**

Reporting Teacher/Director: _____ Date: _____

Location of incident:

Time of occurrence: Date: _____ Time of Day: _____

Students(s) involved:

Adult(s) involved:

If injury, to whom and to what extent:

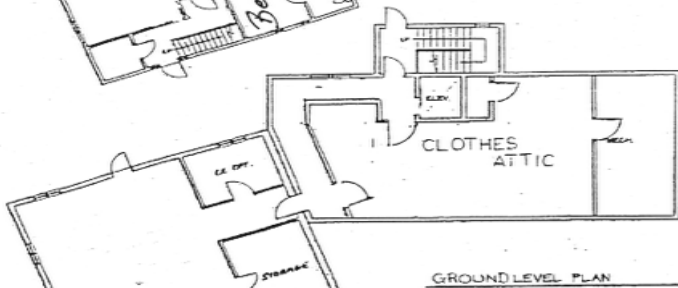
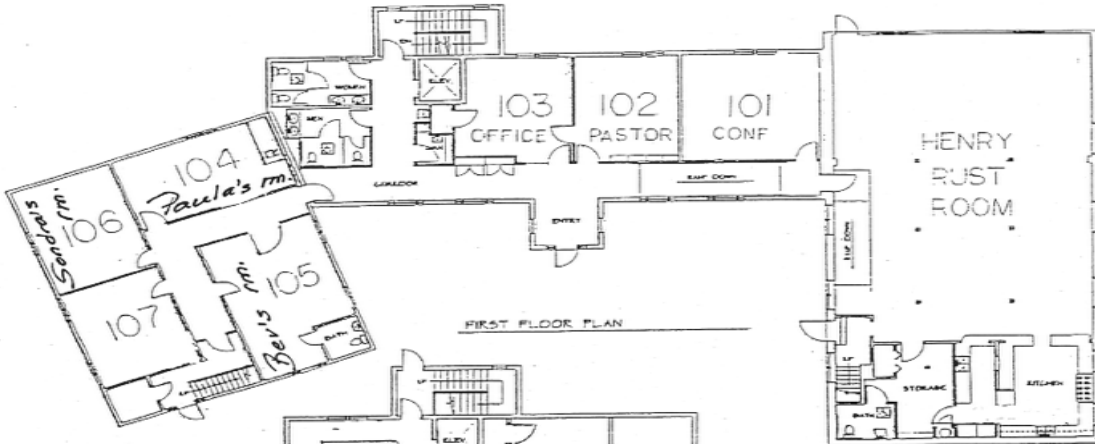
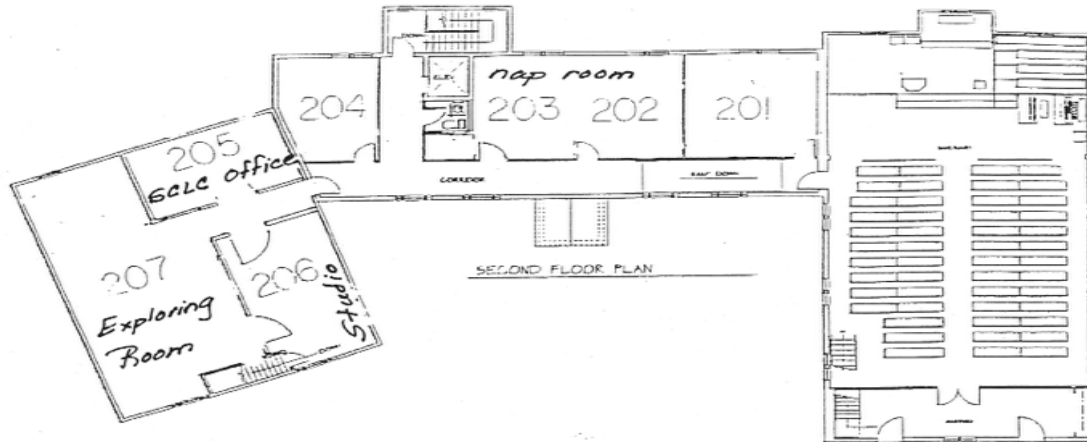
Witness(es) to incident:

Action taken by reporting teacher at time of incident:

Description of incident: _____

Comments:

SCLC FACILITY



Stratham Community Church
 Stratham, NH
 November 1999

Key Contacts:

Name

Phone

SCC Property Committee	Mike Carty	491.7841 C
Advisory Board Chair	Peter Zaimes	617.388.7937 C
Administrative Assist SCC	Jolynn Wilson	772.3389 O
Chair Board of Trustees	John Bunton	490.4792 C
Church Moderator	Dave Timmerman	793.9008 C
First Student		778.6900 O
SCC Minister	Diane Mix	781.883.2159 C
Stratham Fire Chief	Rob Cook	944.0116 C
Stratham Municipal Center		772.4741 O
Stratham Police Chief	John Scippa	778.9691 O