



Derry Presbyterian Church, 248 East Derry Road, Hershey, PA 17033  
717-533-9667 [derrypres.org](http://derrypres.org)

## **Derry Discovery Days Preschool General Emergency Procedures**

### **Purpose and Scope**

- To provide for the protection of children and staff in the event of a natural or human caused emergency or disaster.
- To assure coordination and cooperation with local and county government and emergency services.
- To address emergency situations involving groups of children or the entire facility.

*This plan is not designed to address emergency situations involving individual children or staff members. In the event of an individual child emergency, parents are immediately notified. If the parents/guardians are unavailable or when timeliness is crucial and the parent must meet the child at the hospital, the lead teacher in the classroom will accompany the child to the emergency room.*

### **Situation and Assumptions**

Derry Discovery Days Preschool is located at 248 East Derry Road and may have up to 48 children and 11 staff in the preschool at one time. Normal operating hours for the preschool are 9-11:30am and 12:30-3pm on Monday-Thursday.

The preschool is located in Derry Presbyterian Church, Derry Township, Hershey, Dauphin County, whose emergency management agencies will be the primary source of governmental assistance during an emergency. Assistance during emergencies will be dispatched through the Dauphin County 911 and be coordinated by the Derry Township and Dauphin County Emergency Management Agencies.

The facility may be subject to the following natural disasters and emergencies:

*Natural Disasters* such as severe storms, blizzard, tornado, etc.

*Human Caused Emergencies* such as a HAZMAT spill (railroad), intruder, fire, power outage, gas leak, nuclear power plant accident at Three Mile Island (TMI).

Depending upon the Emergency situation, the following plans are in place:

A. Shelter in Place/Immediate Shelter

*Tornado/Severe Weather*

Upper level:

If time permits:

1. Evacuate the Fellowship Hall/Gym
2. Count and take children into lower level hallway to shelter children
3. Take Go Kits (if time permits);
4. Take attendance
5. Call 911; brief emergency services when they arrive on-site
6. Contact Director via text, call, or email to indicate safe shelter
7. Maintain control of children until emergency responders announce that it is safe to leave the hallway.
8. Notify parents.

If time does not permit;

1. Count and move all children to area of two-year-old room with no window and pull room divider closed to shelter children
2. Take Go-Kit (if time permits);
3. Take attendance
4. Call 911; brief emergency services when they arrive on-site
5. Contact Director via text, call, or email to indicate safe shelter
6. Maintain control of children until emergency responders announce that it is safe to leave the hallway.
7. Notify parents.

Lower level:

If time permits;

1. Count and move all children in hallway area and shelter children
2. Take Go-Kit (if time permits)
3. Take attendance
4. Call 911; brief emergency services when they arrive on-site
5. Contact Director via text, call, or email to indicate safe shelter
6. Maintain control of children until emergency responders announce that it is safe to leave the hallway.
7. Notify parents.

If time does not permit:

1. Count and move children under the table farthest away from windows and shelter children
2. Take Go-Kit
3. Call 911; brief emergency services when they arrive on-site
4. Contact Director via text, call, or email to indicate safe shelter

5. Maintain control of children until emergency responders announce that it is safe to leave the hallway.
6. Notify parents.

#### *Hazardous Materials/Railroad Accident*

1. Move children to pre-designated shelter areas (see above)
2. Take attendance
3. Take Go-Kits
4. Notify 911; brief emergency services when they arrive on-site
5. Maintain control of the children
6. Time permitting, place food and beverages in closed containers and tape window and door seams with duct/pvc tape; keep all doors/windows closed; provide meals/snacks to sheltered children and staff if duration of emergency warrants
7. Wait for emergency staff to indicate the area is clear and safe.

#### *Three Mile Island Incident*

Teachers will use cell phones to call parents and parents will pick up children. We will not take them anywhere. We will listen to radio instructions as to say inside or not while waiting for pick up. See Evacuation section below.

***If children are not picked up before the situation escalates and evacuation to a farther location is now immediate, remaining children will be taken via staff vehicles to host site of Jonestown Elementary School (135 S. King St., Jonestown, PA 17038). Signs will be placed on doors and on DDD website/Facebook/WGAL website (if time permits) that we have moved.***

- B. Immediate Building Evacuation--Some emergencies (fire, explosion) require that everyone leave the facility as soon as possible. In this incidence, the following procedures will be followed:
1. Fire alarm will sound
  2. Take Go-Kits (if time permits)
  3. Count and lead the children in an orderly fashion out of the building using the closest, safest exits; ensure all those who need help getting out have been evacuated
  4. Ensure that the pre-designated assembly areas (playground area; grassy area beyond paved parking lot; under trees in front yard) are safe
  5. Take attendance as soon as children arrive in the assembly area
  6. Notify 911; brief emergency services when they arrive on-site
  7. Maintain control of the children until emergency responders announce if it is safe to return to building.

C. Evacuation of Local Area:

Children will be moved to another shelter if the assembly area is exposed to inclement weather or poses danger. Local areas of shelter include the church Mission House across the street at 245 East Derry Road, Hershey PA 17033 and The Hershey Country Club 1000 E. Derry Road, Hershey, PA 17033.

If the entire neighborhood is in danger, it may be necessary to move the children and staff to another facility that is far enough away to not be in danger. If the church van is close by then it will be used to move children. If not, staff will place children in their cars or walk children to the location. Procedures are as follows:

1. Notify relocation facility of pending arrival;
2. Take attendance for accountability and to determine the exact number of transport seats needed (unless walking).
3. If necessary, notify EMA.
4. Take Go-Kits on transportation/walking
5. Post notice of relocation on building
6. Ensure that all children and staff are aboard the transportation and arrive in shelter areas
7. Take attendance before departing
8. Leave for relocation facility take attendance upon arrival
9. Move children to designated area for use and take attendance
10. Maintain supervision and accountability of children
11. Notify parents of the relocation of their children. Make sure persons designated for pick-up receive the children.

***If children are not picked up before the situation escalates and evacuation to a farther location is now immediate, remaining children will be taken via staff vehicles to host site of Jonestown Elementary School (135 S. King St., Jonestown, PA 17038). Signs will be placed on doors and on DDD website/Facebook/WGAL website (if time permits) that we have moved.***

D. Lockdown Procedures –(e.g., *Police Incidents Near Facility, Threats/Intruder/Any other emergency that may directly impact the facility*)

1. Initiate panic button/silent alarm and/or notify office
2. Ignore any additional alarms—stay in the building for lockdown
3. Count children
4. Shelter children in rooms-lock all doors, barricade with tables and/or shelves, and arm staff with fire extinguisher for defense if necessary
5. Wait for police or authorities to investigate
6. Notify parents
7. Wait for police/emergency responders to indicate it is safe to come out

E. Other Emergencies

1. Power outage--Notify the office or call the electric company directly (PPL Electric Utilities 800-220-9991). Notify maintenance person. If there is a danger of fire, evacuate immediately to outside assembly area. If an electrical short is suspected, turn off power at the main control point.
2. Gas line break/leak--Notify the office or call 911. Evacuate immediately to the outdoor assembly area. Notify the maintenance person, police department and Fire Company. Do not re-enter the facility until emergency officials say it is safe.
3. Water main break--Call the maintenance person. Shut off the valve at the primary control point. Call PA American Water 717-533-5627