

Bow Lane Pre-school

Health & Safety Notice

IN CASE OF BOMB THREAT

1. Our first consideration must be for the safety of the children.
2. On discovering a threat (or other emergency situation) staff should sound the alarm (This is in the cupboard on the wall by the main entrance door)
3. All children should be instructed to leave the premises by the nearest exit. The register, phone and children's registration information should be collected on the way out alongside the grab bag.
4. **The Manager** should check the toilets, kitchen and storage areas to ensure that all persons have vacated, closing doors where possible.
5. Staff should help the children assemble in the middle of Morden Park so you are in a clear area away from buildings.
6. **The Deputy Manager** should call the register as soon as possible to check that all children and staff are present and safe.
7. **The manager/deputy** should call the Police as soon as possible from the mobile for advice.
8. **The manager/deputy will decide whether to make their way to Lower Morden Children's Centre, Aragon Road. Morden, Surrey, SM4 4QU for a safe place to wait until all parents can be contacted. (0208 274 5846)**

Dial 999

Give the operator your telephone number

When Police Service reply, give message clearly:

"bomb threat at the Bow Lane Scouts Centre (Pre-school), Bow Lane (off Lower Morden Lane), Morden, Surrey, SM4 4SJ

TELEPHONE NUMBER: 0750 3213848

Do not end call until the police have the address

Always call Fire Brigade immediately to every fire or suspicion of fire.