Emergencies, including Lockdown, Invacuation and Evacuation

The safety of our children, staff and visitors to our preschool nurseries is of the utmost importance to us, and our priority is to seek to prevent an emergency in the first instance. However, in the event of an emergency situation arising at the Preschool or on the grounds of the Primary School site, the following procedures will take place, which will ensure that we can minimise disruption, whilst ensuring the safety of everyone involved.
If the emergency takes place prior to the start of the session the Manager and or a senior member of staff will make contact with the emergency services. If the preschool is to remain shut for the day, parents and carers will be notified in order that they may make alternative childcare arrangements for their child.
Parents will be kept informed, and a solution sought, as soon as possible, to enable the preschool to reopen as soon as is possible to do so.

Invacuation
The aim of this procedure is to keep people/children inside and safe from any perceived danger e.g. armed or threatening persons, chemical spillages, dangerous animals, air pollution….
If the emergency takes place outside of the preschool (in the Primary school or grounds) whilst the children are playing outdoors, the invacuation emergency procedures for returning into the preschool safely will be put into place.

a) A whistle will be blown; the children will immediately come to the person blowing the whistle, to seek further instructions.
b) If the emergency is due to a fire at the school or outside the preschool, then the whistle blower will instruct the children to congregate at the designated meeting point, if it is safe to do so. The emergency services will be notified immediately, and parents will be notified as soon as is possible and arrangements will be made for parents to safely collect their children from the preschool grounds.
c) If the emergency is outside of the building eg; an intruder, when the children report to the whistle blower they will be instructed to go inside the preschool with the staff. Once all the children and staff are secure inside the building, the building will be locked down and windows closed and if the incident is environmental, the air conditioning units will be turned off.
d) The Primary school office will be notified immediately of the danger and emergency services notified.
e) The register will be taken to ensure that everyone is safe and present.
f) Children will be encouraged to remain calm and keep away from windows
g) Senior staff on duty, supported by the staff team, will follow the procedures laid out in the **Critical Incident Book (red book)**

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h) The advice from the emergency services will be followed until the area has been made safe.
i) Parents, Trustees and Ofsted will be notified as soon as it is practicable.
j) Lockdown and invacuation procedures will be followed, in the event that the Primary school signals for the need for a lockdown procedure to commence, due to an emergency that they have perceived on the school site.

The Primary schools signal for an urgent lockdown is – Megaphone siren

Once the site has been made safe and the perceived threat has been removed, if the preschool children are still onsite and if it is felt appropriate that all the children should be returned home; then efforts by staff will be made to contact all parent/ carers.

All children will remain the responsibility of the preschool staff until collected by their parent/ carers.

Evacuation

The preschool staff will carry out evacuation drills termly, to ensure that staff, children, visitors to the preschool and students, fully understand the process and are confident to evacuate the building safely, in the event of an incident.

All staff members on duty are responsible for ensuring that at all times, fire exits are not blocked or obstructed.

In an emergency such as a fire, the preschools evacuation procedures will be followed, and priority is given to the safe evacuation of everyone and the emergency services notified.

As soon as all the staff, children and visitors are safely out of the building and congregated at the meeting point, the primary school will be alerted and parents contacted. Children will be cared for by staff at the preschool until they have been collected by their parent/ carers.

All new staff members receive a copy of our fire risk assessment, and all staff and trustees receive a copy each time the document is updated or reviewed.

There are also clear signs around the preschools, setting out our emergency evacuation procedures.

All staff members have accessed fire safety training and take part in practice drills with the children, to ensure they are skilled in taking part in evacuations confidently.

In the event that we are required to completely vacate the Primary School site, to ensure the safety of everyone. We will move to a secondary evacuation point.

Alburgh with Denton Preschool Nursery – Alburgh Church
Harleston Preschool Nursery - Harleston Church

In the event of a fire; the **Lead Person** (the staff member closest to the register at the time of the alarm) is responsible for collecting the register, and their role is to;

- Alert and support students in the building to leave safely.
- Alert anyone at risk on the premises identified through PEEP
- Identify a staff member to carry out a sweep of the building, to ensure that no one is left behind
- Identify a staff member to contact the fire brigade the primary school and parents/ carers
- Any missing children, staff or visitors will be reported back to the Lead Person, along with any health concerns and the Lead Person will deploy staff to look for the child, if it it safe to do so. Following the preschools policy for a lost or missing child PCG028

Once the everyone is safely out of the building and congregated at the safety meeting point; their role is to call the register and check everyone is safe.

A **Personal Emergency Evacuation Plan** (PEEP) has been drawn up for any member of staff, Pupil or visitor who has a disability, which may result in them requiring support to vacate the building safely.
PEEP plans ensure that no one is discriminated against or treated less favourable in the event of an emergency.

Emergency lighting is installed at the preschool and regularly checked and maintained, fire extinguishers are available on site and checked annually. All staff will act as fire wardens in the event of a fire.

Bomb threats

In the event of a bomb threat being received either to the Preschool or Primary School, the manager or senior staff member on duty at this time will decide which procedure to use, given the threat received.

In all cases where a serious incident has occurred at the preschool or on the Primary school site, the **Critical incident book (The Red Book)** will be used, to document the incident and the actions taken, when and by whom. This document alongside witness statements will be used to evaluate the incident and our evacuation/ invacuation responses and staffs effectiveness and responses. In order that any weaknesses to our emergency plans can be identified and corrected promptly.

There is a **telephone** situated within the building, which is suitable for making outside calls, there is also a telephone in the main school building which is available for the preschool to use.
There is a **mobile phone** kept inside the register for emergency use and a full list of contact numbers at the back of the register. Staff at the school would be readily available to provide support and shelter as required.