

Emergency Plan/Procedure policy

At time throughout the year emergencies can happen and this policy sets out the procedures that should be in place and adhered too, if ever an emergency happens.

The main thing to always remember is that safety is paramount of all persons within the setting.

In some cases the evacuation of the building is the best form of safety, the next step would be to inform the school that this action has been taken. If emergency personnel is required then using mobile phones, landlines or other telecommunication devices needs to happen, if more than one person calls better than none.

Depending on the emergency will depend on the actions needed.

- Fire - evacuation of all personnel, children and visitors is paramount, follow the evacuation procedure and assemble in allocated area, just the pre-school - inform school, all school await head teachers agreement to return or reason for alarm.
- Flood - remove children from area - stem flow of water - call school caretaker if cannot be located - clean area of water - daily routine to return to normal - routine cannot return to normal inform parents of early pick up and relocate children to field for outside play, school hall for indoor play, quiet time.
- Snow - if a snow shower persists and with collaboration with school it is deemed safe to close - contact parents for early pick up - snow heavy and deep no evacuation can occur, keep children indoors and warm await collection. In server cases over night attendance could occur, use mats blanket and covers for beds, and keep children safe and warm - use food allocated for snack to feed children use school kitchens in extreme cases. Notify Ofsted emergency service and council.
- An accident to more than one staff member that leaves the setting working under current policy ratios - call in more staff - no staff available - call in managers for higher ratio staff - managers already on site ratios still low causing concerns to childcare - contact half session families request collection or non-attendance - numbers still too high - contact 1-1 families to free up members of staff - no 1-1's contact families known to be non-working and close to setting.
- Bomb/Bomb scare in attached school or neighbouring school - follow instructions from emergency services - move children away from windows, close doors - if in neighbouring school - move children out of garden area - inform attached school - if in attached school - remain indoors await rescue services

- Pollution - in some severe cases it is best to keep the children indoors - do not use the air con system as this will draw in the pollution - if chemical pollution seek medical advice for contaminated staff and children, follow their direction
- Building damaged by weather - in some cases the evacuation of the children to a safer area may be required - contact school (landlords) advising them of evacuation and damage received.
- Storm - keeping the children inside safe from flying debris or harm from severe wind force - keep children safe - inform parents if building becomes unstable and collection is needed - if building becomes unsafe remove children to nearby building (school) via the safest route possible.
- Emergency services evacuation - evacuate children to designated area - contact families for collection from designated area - maintain (manager) main line of communication with emergency services
- Aggressive intruder/Gun/Knife - protect the children where possible - move children inside and close/lock doors and close blinds - if possible keep intruder out of building - contact emergency services and advise them of situation - contact the main school - try and stay calm until situation ends.
- Animal infestation - use safe actions to remove animals without contacting services - if the children need to be evacuated do so in a calm manner and relocate them to a safe place - remove the animals if possible - contact the specialised services if assistance is required (location of animals/children)

This list is not exhaustive and procedures will change depending on the incident or emergency at the time. There will also be changes depending on the children reactions and the reactions of staff also the danger that has occurred to implement an emergency procedure to take place.

The safety of our children is paramount and our first course of action will be to protect them prior to notifying parents/carers of actions taken.