

### **Safeguarding and Welfare Requirement: Safety**

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure.

**This plan is protected. Do not give any contact details or sensitive information to the media, pupils, parents / carers or members of the public.**

## **Emergency and Response Plan**

This plan should be used in line with the following:

- Fire Safety and Emergency Evacuation Policy
- First Aid Policy
- Health and Safety Policy
- Maintaining Children's Safety and Security on Premises Policy
- Missing Children Policy
- Risk Assessment Policy
- Sun Protection Policy
- Recording and Reporting of Accidents and Incidents Policy
- St Gregory's Health and Safety Policy (Landlord)

### **The Aim of an Emergency Plan**

This plan is to help all staff respond effectively to an emergency at Little Gregs Pre-school or on an educational visit or outing.

Little Gregs Pre-school will ensure there is always access to a landline telephone or a mobile phone which is fully charged.

Up to date lists of the following telephone numbers are always readily to hand.

- Parents/Carers of the children and their emergency contact numbers,
- the children's doctor's surgery, and,
- nearest hospital with accident and emergency department.

In the event of an emergency all appropriate staff have received the required 12 hours paediatric first aid training.

A full updated First Aid Kit, or, when not on site, a Travel first aid kit, is available.

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### **Roles and Responsibilities**

<b>Role</b>	<b>Responsibility</b>	<b>Contact</b>
Pre-School Manager – Sarah Wilkes	*Co-ordination *Communication *Log Keeping *Media Management *Resources *Welfare *Educational Visit Leader	01789 290198 07969616596
Deputy Pre-School Manager – Helen Bromley	*Log Keeping (All of the above in the absent of the pre-school manager)	01798 290198 07882276419
Administrator – Teresa Butler	*Communications *Welfare	01789 290198
Business Manager – Carolyn Ashford	*Business Continuity *Media Management	07976910577
Chair of Directors – Laura Quirke		01789 290198 07720854241
Head teacher of St Gregory's – Katie Wilkes	Initial Response for school site	01789 204517
Site Manager – Napoleon	Initial Response for school site	01789 204517

### **Action Steps – All Staff**

- Contain the emergency without harm to child or staff (e.g. in case of fire- use a fire blanket)
- Check the safety of all the children and remove them from the immediate area- never leave them unattended. Following the procedures for different emergencies
- Grab emergency bag and medication box
- If necessary, dial 999 for emergency services or doctor/111 for NHS
- If necessary, administer emergency first aid
- Contact the children's parents or emergency contact.

### **Critical Incident**

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure of nearby road or severe traffic jam the following procedures will be followed.

- The safety and well-being of children will be of paramount importance
- If we need to evacuate the building current emergency evacuation procedures will be activated
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers
- As many staff, as possible would stay with the children for as long as necessary
- No child would ever be left without a member of staff

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- If Little Greys Pre-school needs to close, all efforts will be made to inform parents before opening times. Staff will attempt to text/message or ring parents, we will put notice on social media, website and exterior gates if possible.

It is impossible for the pre-school to plan for every emergency that may arise; however, every effort will be made for the safety and convenience the pre-school families

In the event of a critical incident OFSTED and any other relevant agencies will be contacted

Staff and directors will be informed as soon as possible

### **Severe Weather Warning**

- In the event of a severe weather warning/flood/snow alert
- Front door must not be opened. Nobody is to leave the pre-school; nobody is to enter the preschool
- Close all windows and doors
- Turn off the electric
- Plug in non-digital phones or use a mobile
- Telephone 999
- Inform parents of the situation and remain calm

In the event of severe snow falling during the day or overnight, the pre-school manager will assess the situation and inform parents and staff not to attend pre-school and staff not to attend preschool due to slippery and icy conditions.

### **Bomb Explosion or Gas Leak**

On hearing the warning:

- The front door must not be opened. Nobody is to leave the building and nobody is to be let in.
- Seal any vents
- In the event of a gas leak tape across windows in case there is an explosion
- All windows and doors must be closed including internal doors in the event of a fire.
- Turn off the electric
- Plug in non-digital phones or use a mobile
- Inform parents of the situation, remain calm and reassure!
- Inform parents of the plan of actions
- Explain that they are not to collect and explain that we will contact again once we have further information
- Keep all children calm
- Follow advice from the emergency services
- If possible contact staff whom are not on shift to meet you at place of evacuation.

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### **Lock Down**

Little Gregs Pre-School will use the lock down procedures when the safety of the children and staff are at risk and we will be better placed inside the current building, with doors and windows locked and curtains drawn. If you are in the forest school area, we will communicate using the walkie talkies. If the risk is up at the main site you will hide within the forest school area, if you see the intruder come to the forest school area you will leave the site via the school gate and go to the hotel. If the local community has an intruder you will come back to the pre-school site.

We will activate the emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the pre-school)
- An intruder on the school site (with potential to pose a risk to staff and children in pre-school)
- A warning being received regarding a risk locally of air pollution (smoke flumes, gas clouds etc.)
- A major fire or explosion in the vicinity of the pre-school – as long as it is safer staying in the premises than leaving.

In this case the staff will be notified by the following actions:

**A lockdown will be initiated by using the lockdown alarm (Yellow box, voice sound – this school is in lockdown) Practices and procedures follow the CLOSE procedure**

- Close all windows and doors (Ensure the key is taken out of the back door)
- Lock up
- Out of sight and minimise movement
- Stay silent and avoid drawing attention
- Endure, be aware that you maybe in lockdown for some time.
- The following steps provide guidelines for staff, work placements and visitors in an emergency situation:
- On hearing the lock down alarm, the pre-school manager/deputy will call for assistance – 999
- Staff will lock the back door and move the children to the safe areas within the pre-school -The alarm will signal lockdown procedures to take effect immediately

### **In the setting:**

Upon hearing the lockdown alarm, these steps will be followed:

- Staff to secure all windows and doors
- Close all blinds in the pre-school
- Instruct children to sit on the floor and keep calm and if anyone is outside, call them in
- Collect medical box, register and grab bag

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- Do a head count immediately and register
- Supervise, ensuring everyone remains out of sight and are sitting quietly
- No one should be allowed out of the room during a lockdown procedure
- Remain in lockdown until the all-clear has been given and normal situation resumes
- If necessary, parents will be notified as soon as it is practical to do so via email or text
- Depending on the type and severity of the incident, parents may be asked NOT to collect their children from pre-school as it may put them and their child at risk
- Details of any serious incident will be conveyed to parents as soon as possible following the event to inform them of the context of the lockdown, and if necessary any advice regarding how to convey this issue to their children
- After the event a post – incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedures went as planned. Staff maybe asked to provide a small report.

### **Local Industrial Accidents**

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the main building. All doors and windows should be kept shut. The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or new links.