

## Emergency Evacuation / Lockdown Policy and Procedures

### **Statement of Intent**

At our setting fire prevention is paramount to ensure the children, staff and anyone else on our premises are safe. A Risk Assessment, carried out by our Co-Managers/Room Leaders is checked daily. In the unlikely event of Emergency Evacuation for any reason other than fire, we will still follow the same method of evacuation.

### **Procedure for the emergency evacuation**

At the sound of the smoke or fire alarm, or instruction from the person in charge:

1. Manager or Person in Charge (PIC) calls for children to line up stating clearly which door to line up by.
2. Senior Supervisor picks up register, registration folder and mobile phone.
3. Deputy Manager checks toilets/cloakroom area.
4. All staff assist children to line up. (At this point Senior Supervisor proceeds to assist with the evacuation of Catkins/Squirrels room)
5. HEADCOUNT
6. Walk calmly to join main school in the playground or other agreed meeting point.
7. Manager or PIC takes register.
8. If not already done so, by Cranleigh Primary School (CPS) staff, Manager will call the Emergency Services.
- 9 At no point should any member of staff, volunteer, student or child go back into the setting until it is deemed safe to do so.
- 10.If the premises are deemed unsafe, we will all proceed to Cranleigh Primary Upper School, parents will be notified and their children will be collected from there.
- 11.If parents cannot be contacted, the staff will remain with the children at CPS Upper School until the parents arrive for collection at the normal time.
- 12.A minimum of 2 members of staff will remain until ALL children have been collected
- 13 Ofsted and Early Years will be notified as soon as is practicable and a permanent record will be kept.
14. In the event of a fire breaking out in either of our rooms, we will follow steps 1-4 above to safely evacuate the children and staff, but on leaving the rooms the Supervisor will break the glass of the fire alarm to alert the main school.

Evacuation instructions can be found in both rooms. Regular practice of the Evacuation Procedure takes place 3 times a year and is recorded.

We have appropriate fire detection and control equipment (fire alarms, smoke detectors and fire extinguishers) which are checked weekly as part of our Risk Assessment. They are serviced annually in accordance with the manufacturers guidelines.

Fire exits are clearly identifiable, and fire doors are to be kept free of obstruction and easily opened from the inside.

Key people will carry out any Personal Emergency Evacuation Plan (PEEPs) for individual children with additional needs.

### **Emergency Lockdown Policy & Procedure**

#### **Statement**

There may be situations when a threat from outside of the setting requires us to go into an emergency lockdown rather than evacuating the building to ensure the safety of all those on the premises at the time. Such threats may come from:

- Industrial accidents.
- Chemical and/or radiological incidents.
- Terrorist threat and/or attack.
- Intruder in the grounds of the setting.
- Dangerous animal in the grounds of the setting.

This list is not exhaustive and during any incident which may affect the safety of the children and staff of The Acorn Nursery School we will follow the direction and advice of the emergency services leading the incident.

#### **Procedure**

We use a code word to clearly identify that an emergency lockdown procedure is required. In our setting these code words are **LADIES-CODE-RED**. These words are known to all staff, volunteers and students (and unthreatening to the children) and the following procedure will be implemented:

- We will follow the guidance of the relevant emergency services and take direction from them at all times. The manager and/or senior person on the premises will be the point of contact and liaise with the emergency services.
- All doors and windows will be locked and where available curtains or blinds drawn.
- Where possible we will continue with normal activities so as not to alarm the children.
- Depending on the expected time period of the lockdown it may be necessary for us to inform children that they will be staying at the setting for longer than normal. This will be done sensitively and in an age-appropriate way with children receiving the support of their key person.
- If necessary other parts of the building, such as rooms which face away from the incident, may be used to protect the safety of children and staff.
- Ignition sources and ventilation systems will be switched off.
- The manager and/or senior person on the premises at the time will discuss and put into action an agreed plan based on the information available from the emergency services.
- In extreme circumstances it will be possible for us to provide overnight care.

#### **Communication with parents**

Any emergency situation which requires us to lockdown rather than evacuate will understandably be a frightening time for parents and guardians and therefore communication with them is paramount. In a lock down situation we will do this via mobile telephone if safe to do so. If not safe, and in agreement with the emergency services, we may use other forms of electronic communication such as email or social media sites to communicate with parents/guardians.

- Parents/guardians will be informed that we are in lockdown and reassured that their child(ren) is safe.
- Where possible we will inform them of the expected time period of the lockdown, information that is available to us from the emergency services and our plans.

- Parents will be kept informed of the current position at agreed periods relevant to the situation. Parents are asked not to call the setting as this could jam telephone lines meaning we miss vital information from the emergency services and as it will also take staff away from caring for the children.
- Parents are requested not to attempt to collect their child as to do so may put increase strain on the emergency services or themselves at risk.
- Once the 'all clear' has been given or the emergency services inform us to evacuate to a safe area parents will be contacted to collect their children.
- In situations where we are unable to communicate directly with parents/guardians the advice is to tune to local radio for information or to contact incident helplines which are set up.

When any danger has subsided the incident will be recorded in our major incident record. Details of the incident, the staff and children involved and the action taken will be recorded. If necessary, the incident will be reported to Ofsted and other relevant agencies as required.