

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 Fire Safety Officer (Pauline Crowder), is checked daily.

Method (Our 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 and registration forms.
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.

Evacuation instructions can be found in both rooms.

Regular practice of the Evacuation Procedure takes place 6 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 checked annually by the local fire and rescue authority, organised by CPS.

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

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

LOCKDOWN PROCEDURE

Statement of Intent

It is our intention to keep the children safe at all times, and in the unlikely event of a person or persons entering the school premises with the intention of harming any of us we have an emergency Lockdown procedure. We practice this, along with Cranleigh Primary School, at least once a term.

The fire alarm will sound with 3 short blasts which alerts us of any possible danger, the following procedures will take place:

Catkins/Squirrels

The external door, which is already locked, has the key removed by the 1st nursery assistant, who also checks the toilets and closes the internal door. The deputy closes the curtains next to the back door, gets the register and registration forms. The manager and 2nd nursery assistant usher the children into the book corner and sit them down, they then pull the wooden panel next to the book corner across the book corner entrance, thereby completely sheltering the area. The children and staff remain there, as quietly as possible, until told any possible danger is passed.

Acorns

The external and internal doors are both locked and keys removed by the 1st senior supervisor, who also checks the toilet area, gets the register and the registration forms. The 2nd senior supervisor closes all the blinds on the front of the classroom. The manager and deputy usher the children into the role play area and sit them down under the windows, the curtains in the role play area to be closed by the deputy. All 4 staff and children remain there, as quietly as possible, until told any possible danger is passed.

Keyworkers will carry out any Personal Emergency Plans for individual children with additional needs.