

## Evacuation and Emergency Procedures

The Nursery will, in the event of a fire or emergency, evacuate all children from the Nursery site quickly, safely and without undue risk. The evacuation procedure is prominently displayed around the Nursery. In the event of a fire or emergency:

- No child or adult will take unnecessary personal risks
- Staff will fully understand the required procedures and understand their role
- Staff will follow day-to-day procedures to reduce the risk of fire
- The Nursery will follow fire brigade advice

### Methods

- We will follow the advice of the fire brigade on any matters arising from their visit, including discussing with the landlords on matters outside of our control
- We will have a fire procedure on the wall
- We will have a fire drill every six weeks and a record will be made
- We will ensure all staff receive training on fire procedures
- We will perform a formal risk management assessment at least once a year, and will monitor risks each day
- We will keep registers of children, staff and visitors to the Nursery for each session

The evacuation procedure to follow is:

- A member of staff will telephone the fire brigade on 999 and give appropriate details
- We will use the nearest available exit. The assembly point is corner of Pitfold Rd
- The evacuation will start immediately and people should not try to collect bags and other personal possessions
- The Health and Safety Office and senior management will be responsible for checking that the building and garden has been completely evacuated before proceeding to the assembly point
- If it is safe to do so, the manager (or deputy) will collect emergency contact details, children's register, staff register and visitors signing in book and take them to the assembly point
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people. If necessary, the nominated person will contact the parents and advise them on the next steps

### Critical Incident Policy

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 procedure will be followed: -

- The safety and well-being of the children will be of paramount importance

- In the event that 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 Nursery staff with them
- If Little Pumpkins Day Nursery needs to close all efforts will be made to inform parents before opening times. Staff will attempt to text or ring parents, we will put notices on the website and exterior doors if possible
- It is impossible for the Nursery to plan for every emergency that may arise; however, every effort will be made for the safety and convenience of Nursery families
- In the event of a critical incident OFSTED and any other relevant agencies will be contacted
- Staff and committee members will be informed as soon as possible

### **Severe Weather Warning Policy**

- In the event of a Severe Weather Warning/Flood/Snow Alert
- Front door must not be opened. Nobody is to leave the Nursery; nobody is to enter the Nursery, including the parents
- Place issued sand bags at bottom of the slope and by the gates and also by the front doors
- Close all windows and doors
- Turn off the electric
- Plug in non-digital phones or use a mobile.
- Telephone 999 or 112
- Tell the operator which emergency service you require.
- Wait for the operator to connect you to the service.
- Tell the emergency service:
  - What the trouble is
  - Where the trouble is
  - Where you are
  - The telephone number you are calling from
- Nominated person to gather the evacuation bags/boxes from each room.
- Nominated person to begin to call the parents.
- Inform the parents of the situation and remain calm
- Inform the parents that once staff have been advised on what to do in the situation that they will pass on this info on to the parents

In the event of severe snow falling during the day or overnight, the Manager will assess the situation and inform parents and staff not to attend Nursery due to slippery and icy conditions. If the weather is bad, please check the website to see if the Nursery is open.

### **Bomb Explosion or Gas Leak, Derailed Train Procedure**

On hearing the warning:

- The front door must NOT be opened. Nobody is to leave the building and nobody is to be let in, including parents
- Seal any vents (check tumble dryer, vents in the kitchen and the bathroom)

- 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
- Telephone 999 or 112
- Tell the operator which emergency service you require
- Wait for the operator to connect you to the emergency service
- Tell the emergency service:
  - What the trouble is
  - Where the trouble is
  - Where you are
  - The telephone number you are calling from
- Nominated person from each room to gather items needed on grab bag list
- A nominated person to begin to call the parents
- Inform the parents of the situation, remain calm and reassure!
- Inform the parents of the plan of action
- 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

## **Lock Down Policy**

Little Pumpkins Nursery will use the lock down procedure when the safety of the children and staff is at risk and we will be better placed inside the current building, with doors and windows locked and blinds/curtains drawn.

We will activate this 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 Nursery)
- An intruder on the Nursery site (with potential to pose a risk to staff and children in Nursery)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of the Nursery – as long as it is safer staying in the premises than leaving

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

**A lockdown will be initiated by using the word “PEANUT”**

**Lock down procedures will be practiced from time to time so that staff and children are familiar with them**

**Practices and Procedure** Follow the **CLOSE** Procedure

1. Close all windows and doors
2. Lock up

3. Out of sight and minimise movement
4. Stay silent and avoid drawing any attention
5. 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:

1. On hearing the lock down signal, the Nursery Manager/Deputy will call for assistance - 999
2. Staff will lock the back door and draw blinds on all windows
3. The word "PEANUT" will be called out to signal lockdown procedures to take effect immediately

### **In the setting:**

Upon hearing the Lockdown signal, these steps will be followed:

1. Staff to secure all windows and doors
2. Close all blinds
3. Instruct children to sit on the floor and keep calm and If anyone is outside, call them in
4. Collect medical box, register & mobile phone
5. Do ahead count immediately & register
6. Supervise, ensuring everyone remains out of sight and are sitting quietly
7. No one should be allowed out of the room during a lockdown procedure
8. Remain in lockdown until the all-clear has been given and normal situation resumes
9. If necessary, parents will be notified as soon as it is practical to do so via email or text
10. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from Nursery as it may put them and their children at risk
11. 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
12. After the event a post-incident evaluation will be conducted to ensure that each child and staff member was supported fully and the procedure went as planned

### **Local Industrial Accidents**

Local industrial accidents e.g. a factory fire with hazardous fumes may also necessitate sheltering inside the main building. All doors & windows should be kept shut and appliances such as extractor fans switched off. The emergency services and/or local authority will give the all clear. Information may also be broadcast on local radio or television.

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