**8.5c Emergency Planning and Response**

**Policy statement**

Every emergency is different. In all cases, we will always consider educational and wellbeing impacts before taking any actions. We will do our best to minimise the amount and length of any disruption to education or childcare. This includes maximising the number of children who are in face-to-face provision.

Safeguarding and promoting the welfare of children remains of paramount importance. We must continue to follow any statutory safeguarding guidance that applies to our setting.

We take every precaution to avoid emergencies arising- our electrical equipment is PAT tested annually; we have an annual gas safety check; are inspected by Shropshire Fire and Rescue Service, have fire alarms and fire extinguishers of the right number, correct type and in the appropriate locations; we are registered with the Information Commissioners Office for data protection; have centrally controlled security access control for pedestrians and vehicles; our staff undertake regular and thorough staff training, including first aid training and how the use our defibrillator (located on our outside wall).

The aim of an emergency plan is to help plan for and respond effectively to an emergency. The emergency could happen at the setting or the result of external events giving rise to an emergency.

**Fire Methodology**

• 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/eight 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 up to date the register of children, staff and visitors for each session

**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 setting staff with them

• If the setting 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 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 or enter the setting, including the parents

• Close all windows and doors.

• Place grit bags from the grit bins at the front doors to seal from water

• Turn off the electricity

• Use a mobile phone Telephone 999

• Tell the operator which emergency service you require

• Wait for the operator to connect you to the service

• Tell the emergency service: - What the emergency is - - - , where the emergency is, where you are, the telephone number you are calling from. The Manager to gather the children’s belongings from the cloak room and call the parents both to Inform the parents of the situation and that they must remain calm

• 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 if they should not attend the setting due to slippery and icy conditions. Staff will be informed via the WhatsApp group, and parents via the local authority School Closure Line: -

https://schoolclosuresadmin.telford.gov.uk/identity/accounts

**Bomb Explosion or Gas Leak Procedure**

On detecting the problem: -

• The front door must NOT be opened. Nobody is to leave the building and nobody is to be let in, including parents

• 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 or gas leak turn off the electricity

• Use a mobile to telephone 999 and report the problem • Tell the operator which emergency service you require

• A manager calls the parents : -

Inform the parents of the situation, remain calm and reassure.

Inform the parents of the plan of action and explain that they are not to collect their child and that we will contact them again once we have further information

* Keep all children calm.
* Follow advice from the emergency services.

**Lock Down Policy**

Priorslee Pre-School 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 closed. We will activate this emergency procedure in response to a number of situations, but some of the more typical situations might be:

• A report incident or disturbance in the local community (with potential to pose a risk to staff and children in the setting)

• An intruder on the site (with potential to pose a risk to staff and children)

• 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 setting – 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 “LOCKDOWN”.

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

During a Lockdown we will follow the CLOSE procedure:

**C**lose all the windows and doors  
**L**ock up  
**O**ut of sight and minimise movement  
**S**tay silent and avoid drawing any attention  
**E**ndure. Be aware that you may be in lockdown for some time.

**Lockdown Procedure**

* 1. On hearing the lockdown signal a Manager (Sheila or Aimee will call for assistance – 999.
  2. In the event of a building lockdown, it is mandatory that all children and staff remain in the main room. If children and adults are out in the garden or playground then they need to move to the main room.
  3. Close windows and blinds in the rooms and lock all doors, if possible. All staff are responsible for ensuring that doors are locked.
  4. Turn off the lights and electrical devices.
  5. Position the children against the wall or behind tables in the most non – visible corner, seated.
  6. Take a complete roll call of everyone in the room.
  7. Remind everyone to remain quiet.
  8. No one is to leave the room during the lock down.
  9. In the event that the threat is from a person capable of gaining access to the main room or within the main room itself, then all children and staff are to move to the nearest available toilet space, where there are secondary locks on the doors to secure the area.

Remain in this position until the “All clear” is announced

**Local Industrial Accidents**

Local industrial accidents such as a factory fire with hazardous fumes may also necessitate sheltering inside the main building. All doors and windows should be kept closed and appliances such as extractor fans switched off. The emergency services and/or local authority will give the “all clear”. Information may also be obtained by listening to broadcasts on local radio.

**Outbreak of Notifiable Diseases**

Whilst every precaution is taken to preserve the ongoing health and safety of children attending the setting through thorough and ongoing cleaning of toys and equipment, our ability to anti-viral and anti-bacterial fog the whole room and all equipment and the display of local disease outbreak information notices for parents as received from the local Health Protection Hub, there may be an occasion when a local outbreak i.e. Norovirus, influenza, chicken pox necessitates the closure of the setting on a temporary basis i.e. 2. or 3 days, when advised by the Health Protection Hub. Under such circumstances or for prolonged closure i.e. lockdown caused by Covid-19, parents would be contacted individually by telephone and the conversation confirmed both by follow-up email and notification post on the website fully informing them of the reasons for closure, the length of that closure, any arrangements made for the continuity of their child’s education, and the date of resumption of normal service.

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| This policy was adopted by | Priorslee Pre-School | *(name of provider)* |
| On | 4th November 2024 | *(date)* |
| Date to be reviewed | November 2025 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | John Barker | |
| Role of signatory (e.g. chair, director or owner) | Chair | |

**Other useful publications**

* **Emergency planning and response for education, childcare and children’s social care settings** (D f E May 2023)
* **The Spotty Book Notes on infectious diseases in Schools and Nurseries** (Public Health England 2017)