



Emergency Evacuation/ Lock Down Procedure

COVID-19 EDITION

Our risk assessment is checked daily. In the unlikely event of Emergency Evacuation our procedure is as follows,

When the smoke or fire alarm sounds, or instruction from the person in charge:

- Manager or Person in Charge arranges the children and staff.
- Senior supervisor picks up register and the evacuation bag which contains a pre-paid mobile phone with the current contact numbers, blankets, foil blanket, dry snacks, 1st aid kit, copies of care plans and children's allergies. (phone is off and password protected)
- The Deputy Manager checks the setting before following everyone out.
- All staff assist children to line up counting the number of children ensuring we have accounted for everyone.
- We walk calmly to the play park and wait under the shelter. ***During COVID-19 pandemic, we will walk to the football pitches where there is shelter***, should there be a time where we need to stay out of our setting for an extended period of time, we will walk to the Parish Councils Meeting Room, where we will have shelter, warmth and water.
- We will call the Emergency Services.
- 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. If the premises are deemed unsafe, parents will be notified and their children will be collected from the Meeting Room.
- If parents cannot be contacted, the staff will remain with the children until the parents arrive for collection at the normal time.
- Staff will remain until ALL children have been collected
- Ofsted and Early Years will be notified as soon as is practicable and a permanent record will be kept.
- In the event of a fire breaking out, we will follow the above steps to safely evacuate the children and staff, but on leaving the setting the supervisor will break the glass of the fire alarm to alert the fire department of the fire. Our evacuation procedure can be found by the fire exits.
- We practice the evacuation procedure once a term 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 the Parish Council.



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

Lockdown

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 Little Hearts Pre-School we will follow the direction and advice of the emergency services leading the incident.
- Our code word to identify that an emergency lockdown procedure is required is SUGAR PLUMS This code word is 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 curtains or blinds drawn.
 - We will continue with normal activities so as not to alarm the children. (Only if safe to do so)

If it is not safe to continue as normal, and we have to take extra precautions we will gather our children in the old changing rooms. Where there is emergency bag containing water, dry snacks, activities, change of clothes, potty and spare nappies.

- 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 age appropriate way with children receiving the support of their key person.
- 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.
- We will in a lock down situation communicate with parents using our 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) are safe.
- If 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 are asked not to call the setting as this could occupy telephone lines meaning we miss vital information from the emergency services.
- Parents are asked not to attempt to collect their child as it may put increase strain on the emergency services or put 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.
- 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.
- Staff and children affected by a lockdown may suffer from post-traumatic stress, because of this staff involved will be offered the opportunity to seek professional help in the form of therapy, or preferred method of counselling, this can be in-house and as part of a group should they wish. All the children will be monitored over the next 6 months and support and guidance will be offered to the families.



Staff Signature Sheet.

I have read and understood the policy 'Emergency Evacuation/ Lock Down Procedure'

Staff Name	Staff Signature	Date