

EMERGENCY EVACUATION, INVACUATION PROCEDURE & EMERGENCY PLAN SHENSTONE

It is important that if an emergency is to arise staff can act accordingly.

An emergency could be a fire, an accident, an illness or anything else that is unexpected, it may involve just one staff member, it may involve several people.

It is impossible for us to be able to predict an emergency, but it is possible for us to be prepared for one.

The following procedures have been devised in preparation for an emergency:

- Always have access to a phone- A personal mobile and work mobile phone are always within reach
- Always must have and carry an up-to-date list of the children's parents' contact numbers, this will be on Ovivio.
- Having surplus staff that we can call upon for help and support during an emergency e.g. office/kitchen staff, apprentices.

If an emergency occurs the following processes and procedures will be followed:

- Do not panic, keep calm and take a few deep breaths.
- Dealing with any injuries
- Usage of appropriate resources if possible/safe to do so e.g. fire blankets, fire extinguishers.
- Check the safety of all the children, if possible, remove them from the immediate area; never leave them unattended.
- If necessary, phone the required emergency services or doctor. Ensure you are speaking to the correct person, identify yourself and explain clearly why you are calling.
- Contact the child's parents. If a message is left, make sure it is brief but gives all the necessary information without causing panic to the parents/carers. Remember to leave a contact number so that they can get in touch.

Fire Marshall's for KLT's are the Management Team.

General Information:

Within the setting the fire alarms are tested and monitored by BCF, we have regular evacuations to practice our escape routes. This ensures that the children are familiar with the means of escape in case of fire.

All staff, students and regular visitors will be informed on their first visit/induction of the correct fire escape procedures, they will be shown all the fire exits and any necessary equipment to use in case of a fire.

Fire drills are evaluated to note the effectiveness of them and to highlight to us if any improvements or changes need to be made.

Electrical appliances are checked daily by staff members to make sure that they are safe and in good working order, if not they will be removed.

Children's emergency contact numbers are kept in a folder within the office that will (in all situations) be taken off the premises; in case the need arises to contact parents and carers e.g. If we are unable to go back into the premises for a long period of time. A copy of the children's contact details will also be kept on Ovivio on the tablets which are always taken with us.

All supernumerary/spare staff within the nursery will be sent to help evacuate the children.

BCF Fire Protection maintains our fire-fighting equipment, emergency lighting and fire alarms.

Birthday Candles- we sometimes use candles within nursery to celebrate a birthday, when using these items staff are encouraged to be careful and do not leave them unattended. Staff will be encouraged to talk about fire safety with the children. Staff will keep utensils out of reach used to light the candles e.g. matches, lighters.

Invacuation Procedure- We have felt the need as a setting to look at this situation; although such an event is unlikely, the consequences could be very serious. We have taken advice from one of our parents who is a local police officer, and he has helped us to put this procedure together.

We have accessed online support through gov.uk which involved us reading and researching, watching a short video, and accessing a poster to help us should this event occur.

In the rare event of firearms or weapons of attack we would follow the 'run, hide and tell' advice:

Staff will use the word 'Lockdown' to alert other colleagues that there is an emergency occurring and that our Lockdown procedure needs to be incorporated.

Run- to a place of safety. Places of safety would be dependent upon where the situation was taking place and the deployment of staff and children- these could be upstairs learning room, soft play or downstairs office.

This is a far better option than to surrender or negotiate. If there is no-where to go, then.....

Hide- it is better to hide than to confront. We would turn our phone to silent and turn off vibrate. We would barricade ourselves in and finally only when it is safe to do so...

Tell- the police by calling 999.

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