

Spilsby Playgroup



Emergency Evacuation and Lockdown Policy into Practice

The Aim

To ensure the safety of children and staff at all times.

To act swiftly and responsibly to possible dangers.

To ensure lines of communication are maintained with all parties, including, relevant emergency services, the school and parents.

To use the information available to us in Playgroup to make decisions to ensure the safety of all parties.

Purpose

Most procedures for handling an emergency are focussed on an event happening in the building. However, in some situations the advice will be to stay put (lock-down) rather than evacuate. 'Lock-down' of a building is intended to secure and protect occupants in the proximity of an immediate threat. By controlling movement and where emergency services can handle the situation more effectively.

If an incident happens the setting manager assesses the likelihood of immediate danger. In most cases the assumption will be that it is safer to stay put and go into 'lockdown' until the emergency services arrive. As soon as the emergency services arrive at the scene staff comply with their instructions.

Provision

- The setting owner and manager ensure that the emergency evacuation and lockdown procedures are included in staff training and induction.
- The setting owner and manager will check the police website for advice and guidance.
- Local police contact numbers are clearly displayed for staff to refer to.
- Staff rehearse simple 'age appropriate' actions with the children such as staying low to the floor, keeping quiet and listening to instructions. Lock-down should be rehearsed and recorded termly.
- The setting owner and manager are aware of the terrorist alert level, as available at www.mi5.gov.uk/threat-levels.
- The setting manager follows any additional advice issued by the local authority.
- Emergency procedures are reviewed and added to if needed.
- All staff are aware of their role during 'lockdown.'
- Information is shared with parents/carers. via text/phone message when lockdown is confirmed.
(appendix 2)

Activation

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 that has potential to pose a risk to staff and children in the playgroup.
- An intruder on the playgroup site with potential to pose a risk to staff and children in playgroup.
- 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 playgroup – as long as it is safer staying in the premises than leaving.

Initiating a Lockdown with Spilsby Playgroup will follow the procedure below;

A whistle being blown by the manager (3 sharp blasts)

- Staff will close and lock all doors, windows and blinds once everyone is inside.
- If the children are outside, staff are to promptly and calmly direct children into the building, if this will not endanger them.
- All individuals (including children) will remain in the area they are in, if safe to do so.
- The manager will decide on the safest room to house the children based on the information to hand.
- All individuals will keep away from the windows and doors and children will be occupied in the centre of the room on the floor, so they are not placed at risk or are able to see any situation developing outside.
- Staff will ensure all children, staff and visitors are accounted for
- The manager on duty will contact the Spilsby Primary Academy on 01790 752503 and The Spilsby Children's Centre on 01790 753451 to inform both we have moved into lockdown and the reasons for this.
- The manager on duty will continue to manage the situation dependant on the information available.
- If the playgroup is in immediate danger, the police will be called as a matter of urgency. In other cases where the situation has been alerted by the police or local area authority then the playgroup will await further instructions.
- If the owner is not on site, she is to be contacted, who can, if needed contact parents.
- The manager or owner will contact parents via text message about the situation at the earliest safest opportunity, without causing alarm and will be kept updated when the information changes. (appendix 1).
- Staff tune into a local TV or radio station for more information.
- Staff do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, staff and children remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

During 'lock-down'

- **The door will not be opened once it has been secured until the manager is officially advised "all clear" or is certain it is emergency services at the door.**
- Staff and children stay in their designated areas if it is safe to do so.

During lockdown staff do NOT:

- Travel down long corridors.
- Assemble in large open areas.

- Call 999 again unless there is immediate concern for their safety, the safety of others, or they feel they have critical information that must be passed on.

Following lockdown:

- Staff will cooperate with emergency services to assist in an orderly evacuation
- Staff will follow the Emergency Evacuation plan at Appendix 3.
- Staff will ensure that they have the register and children's details.
- Staff or children who have witnessed an incident will need to tell the police what they saw. The police may require other individuals to remain available for questioning.

In the event of an incident, it is inevitable that parents will want to come to the setting and collect their children immediately. They will be discouraged from doing so, until the emergency services give the 'all clear'. Staff will always be acting on the advice of the emergency services.

Recording and reporting

- The setting manager reports the lockdown to the owners/directors/trustees as soon as possible. In some situations, this may not be until after the event.
- A record is completed as soon as possible.

Further guidance

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency, call the police on 101.

Appendix 1

Contents of Emergency Grab Bag

3 x blankets

5 x foil blankets

First aid kit

List of emergency contacts, including owner

Appendix 2

Suggested wording for parent/carer message

Due to an incident, we have been advised by emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able to, when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.

Emergency evacuation

This emergency evacuation plan should be displayed clearly on the door of each room alongside a floor plan. The plan must be implemented alongside any other plans in place for the rest of the building.

1. The manager will walk into the room holding up an evacuation card. The fire alarm is <u>not</u> to be sounded.
2. The manager will gather, the following with them: <ul style="list-style-type: none">• The visitor book.• Signing in/out sheet.• Register.• <u>Essential</u> medication that is required by individual children.• The setting's mobile phone. <p>Staff will gather the following with them</p> <ul style="list-style-type: none">• Nursery management software tablets (if applicable).• An emergency 'grab bag' (appendix 1 Evacuation and lockdown Policy) <p>NOTE no other personal items are to be retrieved/collected. Staff do not empty their personal lockers.</p>
3. The manager identifies the safest evacuation route to be used, depending on whether there are visible signs of danger.
4. As the building is evacuated the manager checks each area and closes doors on the way out. If <u>safe</u> to do so, electrical mains and gas supplies are switched off before leaving. The locations are detailed here: Electrical mains---- located in <ul style="list-style-type: none">• the nappy changing room in the electrical cupboard and also• in the office on the wall just to the left of the office door, above the fridge
5. Key persons are responsible for their key children during evacuation and whilst at the assembly point.
6. Once the building is evacuated the manager checks with each room/group that all children/staff or visitors are accounted for by using, <ul style="list-style-type: none">• the paper register or the electronic one on the managers laptop.• The visitor book
EVACUATION OF CHILDREN WITH ADDITIONAL NEEDS Children with additional needs must have a Personal Emergency Evacuation Plan. Staff must be aware of children who have plans in place and the support measures which to be followed to keep all children safe. Children with additional needs may experience a sensory overload due to a change in routine and the noise of the fire alarm sounding. To support self-regulation and co-regulation, consider including comforting objects in your emergency bag that a child can hold whilst the evacuation is in process.