

EMERGENCY PLAN

1. QUICK REFERENCE GUIDE	2 - 3
2. EVACUATION PLAN	4 - 5
3. LOCKDOWN PROCEDURE	6
4. EMERGENCY COMMUNICATION PLAN	7
5. EMERGENCY CONTACTS FOR PARENTS	8 - 9
6. BUSINESS CONTINUITY PLAN	10
7. POST INCIDENT SUPPORT	11

QUICK REFERENCE GUIDE

NAME OF DIRECTORS	Gemma Bridge & Jessica Liddle
LOCATION OF SETTING	15 Church Lane, Rochdale OL16 1NR
TYPE OF SETTING AND AGE OF CHILDREN	Day Care for children aged 0 -5 years
NUMBER OF STAFF EMPLOYED	14
NORMAL HOURS OF WORK	07.30 – 18.00hrs

EMERGENCY CONTACTS


Role	Name	Contact Number	Notes
Director and Nursery Manager	Gemma Bridge	07950 791160 07983639109	Fire Warden, First Aid & Safeguarding lead
Director	Jessica Liddle	07809128592	
Deputy Manager	To be appointed		
3rd in Charge	To be appointed		

GRAB BAG LOCATION & CONTENTS

Grab bag 1	Main Office
Grab bag 2	Bottom of stairs
Grab bag 3	Exit in pre-school room

1. Emergency mobile, fully charged with battery pack
2. Emergency contact list; parents and staff contacts
3. Petty cash for supplies; water etc.
4. Hi-Vis to identify fire Marshalls
5. Reins and wrist straps
6. Essential first aid kit
7. Warm / foil blanket
8. Nappy & wipes
9. Ear defenders
10. Suncream
11. Ponchos
12. Fidgets
13. Picture cards

OFF SITE EVACUATION PLAN



15 Church Lane, Rochdale, OL16 1NR

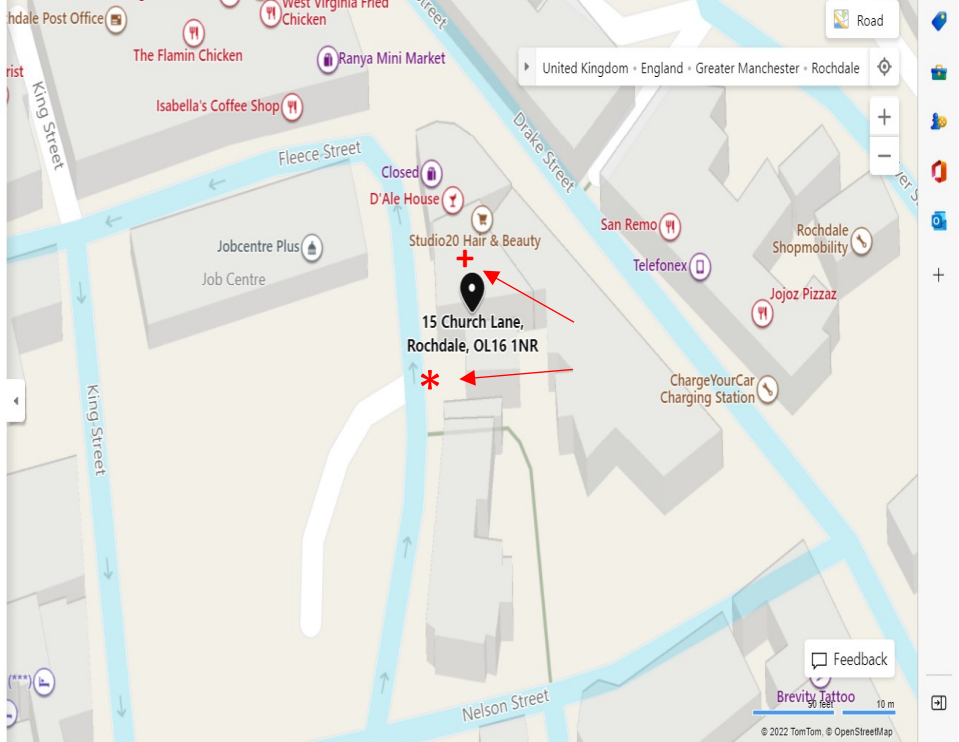
Directions Nearby

Save to calendar

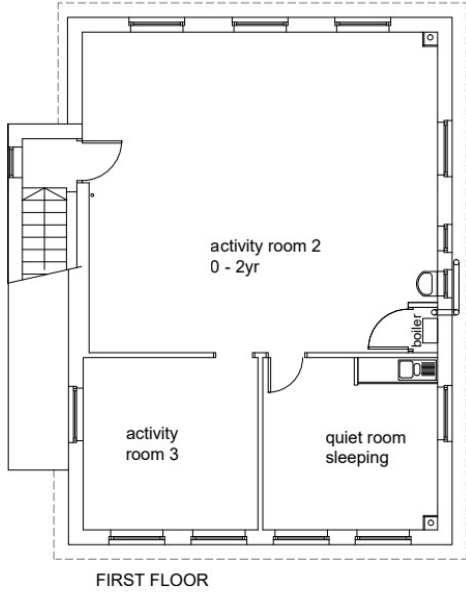
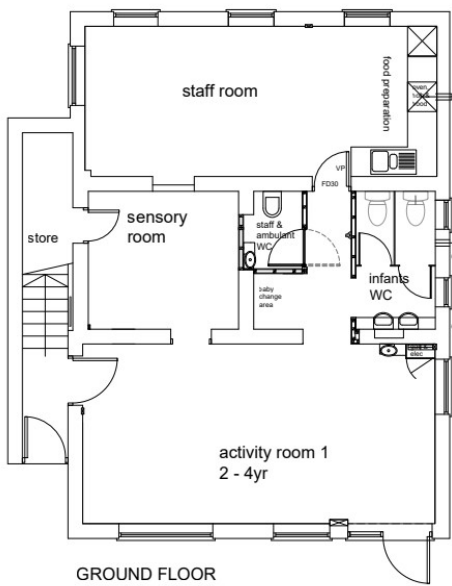
Nearby

- Restaurants
- Hotels
- Attractions
- Coffee Shops
- Grocery Stores
- Nearby Transit

United Kingdom · England · Greater Manchester · Rochdale
53.616306, -2.156131



- * Evacuation point** – Church Lane Car Park (across the cobbled road).
- + Shelter** – Job Centre Plus



On hearing the alarm

The signal to evacuate the building will consist of activation of the fire alarm system.

- On hearing this signal, evacuation will commence under guidance from the person in charge.
- Nominated fire wardens will collect the grab-bags (x3): Office, Bottom of the stairs and pre-school entrance / exit.
- Each room will begin to evacuate the building via their nearest, accessible exit and assemble at the evacuation point (Church Lane Car Park).
- The Manager will supervise the orderly evacuation of the children and visitors and will ensure the building's rooms are being 'swept' to be certain no staff, visitor or child remains behind.
- Toilets, kitchen and sensory room to be swept by the lead staff allocated downstairs.
- Children are evacuated from each room between staff members, where possible, (one leading and at the end of the line) this enables a staff member to confirm the room is empty when they leave.
- All doors are to be closed behind you wherever possible.
- Adults and children present on the first floor should evacuate the building via the stairs and through the main door. An evacuation cot will be available at the bottom of the stairs. Caution must be exercised when escorting the children down the stairs.
- One staff member is to remain with the children already in the cot whilst, other staff members carry down the children. The children must be evacuated from the building as soon as possible.
- Lead practitioner upstairs is responsible for collecting daily medicine records from the sleep room.
- Reins and wrist straps are available in the grab bags to ensure mobile children are safe and remain close to their key person.
- Multiple prams will be available in the shed to the rear of the property to secure children in as necessary. The shed should remain unlocked during the working day.
- If any practitioners are on lunch break or free during a fire drill the staff are to go immediately to the baby room to help with the children that are sleeping. Children or adults with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child.

DO NOT stop to collect personal belongings on evacuating the building.

DO NOT attempt to go back in and fight the fire.

DO NOT attempt to go back in if any children or adults are not accounted for.

Once the building has been evacuated

Confirmation of full evacuation will be confirmed by the person in charge and communicated to the emergency services on arrival.

- Always stay at your assembly point until directed otherwise by the Fire Marshall / Incident Controller.
- **DO NOT** attempt to enter the building until you have been informed it is safe to do so.
- The Lead Fire Warden will check that registers and visitor lists are reconciled
- The Manager or a delegated member of staff will contact parents to report and inform them of the offsite evacuation arrangements
- The Manager will advise parents where to collect their children.
- The Manager will identify those children who are unable to be collected immediately due to the parents having travel problems/restrictions.
- In consultation with the emergency service, the Manager and a delegated member of staff will supervise the transfer of children to the designated place of shelter. The Manager will advise parents where to collect their children if this has changed.

Your Fire Marshalls are:

Gemma Bridge

Deputy Manager

3rd fire Marshall to be appointed

LOCKDOWN PROCEDURE

The Nursery lockdown procedure will be used when the safety of our children, staff and visitors is at risk.

- We will activate this emergency procedure in response to several situations, including an intruder on the nursery site, a report of a local incident or disturbance in the community or a warning of a nearby fire or explosion.
- Where possible, The Nursery staff, children and visitors will remain in the setting, unless advised otherwise.
- In the event of an incident, the person witnessing or aware of the risk must alert the person in charge and colleagues.
- Everyone must remain calm and provide comfort and reassurance to the children in their care.
- Children upstairs should, where possible, be rounded up and taken into the sleep room. Doors and windows should be closed and locked. Blinds should be shut. Lights will be turned off and the door barricaded, if possible, to do so.
- In the downstairs room, the children should be rounded up and taken into the sensory room. Doors and windows to the main room should be locked and barricaded if possible. All Lights (including in the sensory room) should be turned off.
- Staff must try to ensure (as best as possible) children are kept calm and as quiet as possible. Treasure / calming baskets and fidget toys will be available in the sensory room to help regulate the children.
- Room leaders and senior practitioners must take responsibility for moving the children to the identified areas as quietly as possible, moving slowly and calmly.
- A head count of children, staff and visitors will be taken at this stage to ensure everyone is accounted for.
- The manager / person in charge is responsible for ringing the emergency services, specifying that lockdown procedure has commenced and the details of the situation.
- If the nursery is in immediate danger of an intruder, the police will be called on 999, as a matter of urgency.
- In other cases, where the situation has been alerted by the police or local area authority then the nursery will await further instructions. Once all clear has been given externally the manager will issue all clear internally.
- After this time the staff will try to return to normal practice to enable the children not to be disrupted or upset by the events. Any children showing worries or concerns will have one to one time with their key person to assist with emotional regulation.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- After the event, a log of the incident will be completed with a post-incident evaluation to

ensure that each child and staff member was supported fully, and the procedure went as planned.

In the event our usual mobile telephone cannot be accessed, please call:

Gemma Bridge (Personal Phone)	07950 791160
Emergency contact phone (in grab-bag) 1.	Number to be allocated
Emergency contact phone (in grab-bag) 2.	Number to be allocated

EMERGENCY COMMUNICATION PLAN

emergency battery packs are to be included in the grab-bags.



Building Insurance	*BLS Insurance Services Limited *Schedule No. NP043096/06/22
Indemnity Insurance	*Details
Business Financial Information	*Backed up to One Drive *Business bank account *Xero software

<p>Children's records / Health Care and Learning Plans</p>	<ul style="list-style-type: none"> *Paper copies in fire retardant filing cabinet. *Daily Medicine records to be collected and removed. from building by lead practitioner upstairs, if possible. *EHCP evidence and applications backed up to One Drive. *Emergency contact information backed up to One Drive.
<p>Staff records</p>	<ul style="list-style-type: none"> *Personal staff files to be kept in fire retardant filing cabinet *Workforce staff training matrix backed up on One Drive (and updated monthly) *Staff contact numbers and emergency contacts kept in emergency mobile phone (kept in grab-bags).

POST INCIDENT SUPPORT

Children and staff who are involved or witness a traumatic event, such as a fire or child death, are likely to be adversely affected in the short and long term.

In the event of a significant incident, The Nursery will utilise the following strategies to support those affected. The exact sequence of interventions will depend on the nature of the incident, the person affected and resources available.

Post incident support strategies	Date actioned
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<p>The actions immediately following the incident will be dependent on whether service can resume within the setting, or if the children have been collected by parents.</p> <p>In whichever case, staff should provide an opportunity for the children, together or individually, to express their emotions about the incident. The zones of regulation bags and calming baskets are available within the setting.</p> <p>Children should not be discouraged from expressing their feelings.</p>	
<p>If children are collected by parents due to an emergency, sufficient details should be shared with parents so they can monitor their child at home for any signs of emotional distress.</p> <p>The child's key person or manager should handover the child to the parent, under the guidance of the fire warden / person in charge.</p>	
<p>When possible, parents should be given written information regarding the incident, inclusive of arrangements for support and who to contact should they have any further questions or require additional support.</p> <p>Management should maintain regular contact with parents as necessary.</p>	
<p>Staff and children should be offered the opportunity for psychological support and counselling.</p> <p>Management should ensure that parents are aware of the local services and make referrals as necessary. Staff have access to the 24hr employee wellbeing programme via Zest.</p>	
<p>If necessary, request support from educational professionals trained in psychological debriefing, critical incident stress debriefing, bereavement counselling and trauma management.</p> <p>Staff must inform management regarding any adverse effects that children are displaying.</p>	
<p>Management will consider organising an event for parents / carers to discuss any issues or concerns they might have, following an incident.</p> <p>Staff should take parental concerns and complaints seriously and action them as per the complaints policy and procedure if necessary.</p>	
<p>If a child is in hospital or there has been a child death, management will make arrangements to visit the child / family and / or attend the funeral.</p> <p>The child's key person will also be involved in this process.</p>	

Adopted and amended by The Nursery; Special Educational Needs and Disability Childcare Ltd on 25th October 2022.

WRITTEN BY: Gemma Bridge

DATE: 25th October 2022

REVIEW DATE: To be reviewed by April 2023

DO NOT COPY