

**Emergency Response Plan Policy**

**Aims and objectives.**

The aim of the Emergency Response Plan is to manage the effects of any emergency which might occur within Scallywags so that every reasonable step is taken to:

* prevent or minimise the loss of life and injury to children and staff.
* alert relevant parties, e.g., the emergency services, the local authority, Ofsted, and parents/carers
* take control at the scene until the emergency services arrive.
* minimise disruption to the normal daily routine of staff and children.
* support staff, children, and parents in the aftermath of an incident.

We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our

generic plans ensure that those involved in the initial stages have a firm

basis from which to develop their response.

**Emergency Communications**

If an emergency occurs during school hours (8:30am-3:30pm):

* Do not drive to Scallywags unless if it safe to do so and/or you have been directed by the manager.
* It may be difficult to get through to Scallywags via telephone because of damage to the phone lines, or internet service interruptions. Staff will contact parents as soon as it is possible.

In times of emergency, information about the status of Scallywags is communicated through a variety of media. Scallywag’s requests that parents do not call the preschool so that we may keep the phone lines open for emergency communications.

Circumstances may prevent parents from picking up their children or may require children to be picked up at a location other than Scallywags. The safety of the children and staff is our priority. Our second priority is the reunification of parents with their children. Parents should check the following sources for information and status reports:

1. Scallywags’ website
2. Check your email for messages from scallywags2017@outlook.com
3. Your mobile phone

The staff of Scallywags will strive to preserve and protect life, reduce emotional trauma, minimize personal injury, and cooperate with the local emergency services.

**Evacuation Procedure**

The signal to evacuate the building will consist of activation of the fire whistle (Located by the disabled toilet). On hearing this signal

* The site evacuation will be commenced, and the manager will supervise the orderly evacuation of the children to the assembly point on the car park taking the register, visitors book, mobile phone and grab bag.
* The deputy will ensure the building is being ‘swept’ to be certain no staff, visitor or child remains behind.
* Children are evacuated from each area between staff members (one leading and at the end of the line) this enables a staff member to confirm the area is empty when they leave.
* The manager or deputy will contact the emergency services and provide a phone number for return calls.
* The manager or deputy will check the register and visitors book to ensure all have evacuated.
* The manager or deputy will contact parents to inform of evacuation and if necessary, request collection of children at the earliest possible opportunity.
* If necessary, shelter will be sought at 9 Florence street or Pye Green Academy.
* The manager will take advice from the emergency services on the next stage of action.
* Evacuation details to be recorded and Ofsted informed.

**Lockdown Procedures**

Lockdown of premises can either be full or partial depending upon the nature and severity of the perceived risk. The following scenarios could lead to the initiation of lock down procedures:

* Airbourne incident (e.g smoke plume, gas cloud) – **Partial Lockdown**
* An incident in the community that is not of immediate danger but has the potential to develop into a tangible threat (e.g loose dog, civil disturbance) – **Partial lockdown**
* A suspicious person in close vicinity of the premises who presents an immediate danger to children and staff (e.g carrying a firearm) – **Full Lockdown**

**Partial Lockdown Procedure**

On notification of an incident or suspicious occurrence in the vicinity, the manager, will

* Communicate the partial lockdown to each area. Notification to trigger could be received from the police or a vigilant member of the community e.g a local resident informing the nursery of a major fire in the vicinity.
* Ensure all staff and children are safely within the building.
* Ensure all external windows and doors are safely locked.
* Act upon direction of the emergency services
* Discreetly communicate with staff if the situation quickly escalates.
* Dependent upon circumstances, proactive phone calls will be made to parents to provide a reassuring update. A request that children are not collected will be communicated.
* On notification that the risk has abated, the manager will communicate the ‘all clear’.
* Lockdown details to be recorded and Ofsted and the local authority to be informed.

**Full Lockdown Procedure**

On notification of a suspicious person in close vicinity of the premises, the manager, will

* Sound the bell to gather all children. Notification could be received from the police or from a vigilant member of the community.
* Direct staff to take children to our designated lockdown area (Caterpillar area) and follow lockdown procedure.
* Ensure all external windows and doors are safely locked.
* Manager to act upon direction from the emergency services.
* At a time that is convenient the manager is to allow staff to contact their next of kin to reassure them the incident is under control, and they are fine.
* Dependent upon circumstances, communicate reassuring update to parents but request that children are not collected. Promise to provide regular updates.
* Lockdown details to be recorded and Ofsted and the local authority informed.

If someone is trying to access the premises, the staff member on the gate will.

* Keep the gate locked.
* Shout ‘RUN’ to alert any other members of staff who are outside.
* All staff to get children inside to our lockdown designated area (Caterpillar Area).
* Ensure all doors and windows are locked and all blinds closed.
* Manager to contact the Police.
* Following the incident details to be recorded and Ofsted and the local authority informed.

**Missing Child**

The settings policy and procedure for a missing child is to be put into action immediately.

**Sudden serious illness/Major Accident to a child or member of staff**

The settings major accident/sudden illness procedure is to be put into action immediately.

**Utility Loss or Failure**

Utility failure is the loss of or interruption of electrical power, water, or sewage services to Scallywags. The most common utility failure results from power outages. Upon notice of loss of utilities, the Manager will initiate appropriate immediate response actions,

* It may be required to shut off utilities, as deemed necessary.
* The local utility company will be contacted to determine the anticipated duration of the outage.
* A decision will be made to determine whether the school should be closed. If so, parents are to be notified to pick up their children.
* If evacuating, all staff should follow evacuation procedures, avoid areas of hazard, and assemble on the car park.
* Staff should be prepared to evacuate students to the Off-Site location site at 9 Florence street or Pye Green Academy.
* If necessary, the manager will call for the emergency services.
* No one will be allowed to re-enter the building until declared safe.

**Staff Absence/sickness**

* All staff to contact the Manager if unable to attend work on any day. The manager will contact other staff to cover absence.
* If the remaining staff are unable to cover the absence, then a committee member/helper/volunteer who has had their identity checked and has undergone the vetting process via the Disclosure and Baring Service is to be contacted.
* If insufficient staff are available to maintain the correct ratio it will be necessary to limit numbers. If this is the case, vulnerable and keyworker children will be given priority first. Then it will be funded children and then fee paying.
* In the rare event that insufficient staff are available to maintain the correct ratio, the group would close for the day, the parents would be notified, and the local authority and Ofsted contacted.

**An outbreak or serious or unusual illness**

If Scallywags has an outbreak or serious or unusual illness the manager will contact the local UK Health Security Agency (UKHSA) HPT for advice.

UKHSA West Midlands Health Protection Team

Level 2 Zone 1, 23 Stephenson Street,

Birmingham,

B2 4BH

Phone: 0344 225 3560

Examples of this could be.

* E.coli 0157 or E. coli STEC infection,
* food poisoning
* hepatitis
* measles, mumps, rubella (rubella is also called German measles)
* meningococcal meningitis or septicemia
* scarlet fever (if an outbreak or co-circulating chicken pox)
* tuberculosis (TB)
* typhoid
* whooping cough (also called pertussis)

The infectious disease will be managed by

* following the guidance recommended in ‘Preventing and controlling infections’.
* encouraging all people to follow the recommended exclusion period.
* ensuring occupied spaces are well ventilated and let fresh air in
* reinforcing good hygiene practices such as frequent cleaning and hand hygiene
* requesting that parents, carers, or students inform the setting of a diagnosis of any infectious disease.

During an outbreak or incident, when there are either several cases, or indications of more serious disease, additional measures will be required.

These include:

* considering communications to raise awareness among parents or carers and students (ensuring this is accessible for those who speak other languages or with lower levels of literacy)
* reinforcing key messages amongst children and young people, including the importance of hand and respiratory hygiene measures using materials such as the e-Bug resources
* discussing with health visitors about the support they can offer, particularly where a child or young person may face barriers to accessing health care.

**Post Incident Support**

* Monitor children and staff who may be particularly affected by the incident.
* Offer children and staff the opportunity for psychological support and counselling.
* Provide opportunities for the children to discuss their experiences.
* Arrange for a member of staff to visit those affected (at home or hospital). Consent to be sought prior to this.
* Send a letter to parents/carers with information on; the nature of the incident, arrangements for support, who to contact if they would like additional support.
* Maintain regular contact with parents/carers if a child has been injured.
* Consider organising an event for parents/carers to discuss any issues or concerns they might have.
* Plan appropriate support for staff to enable them to cope with any questions or discussions children might have about the incident.

Signed on behalf of the pre-school …Chris Jones

Adopted 15.06.22

Reviewed 05.07.23, 05.08.24, 05.08.25