

## **SECTION FIRE SAFETY and EMERGENCY EVACUATION - TO BE ADDED EACH SETTING EVAC PLANS FROM RISK ASSESSMENTS**

Springwood will proceed with evacuation or lock down in any event that poses or may poses risk to children and/or staff and the evacuation or lock down is inevitable. Events include fires, floods, biological weapon, serious and/or contagious illness, building damage, collapse, or any threats from outside or inside. We practice evacuation and lock down regularly.

### **Fire prevention**

- Know where the nearest telephone is.
- All heaters or radiators must be kept to a safe temperature.
- There will be NO SMOKING on the premises AT ANY TIME.
- Fire Exits must be always left clear of blockage.
- No child is ever allowed to enter the kitchen without a member of staff.

Our fire safety risk assessment focuses on the following for each area of the setting:

- Escape routes,
- Electrical plugs, wires and sockets,
- Electrical items,
- Gas boilers,
- Heating system,
- Cookers,
- Matches,
- Flammable materials – including furniture, furnishings, paper etc.,
- Flammable chemicals,
- Means of escape,
- Anything else identified,
- Fire alarms checked and tested regularly and at least once a term (sometimes depends on building maintenance)- As we rent premises, we will ensure that we have a copy of the fire safety risk assessment that applies to the building and that we contribute to regular reviews.

### **Evacuation Readiness**

- The register must be completed daily with actual time as the children arrive and leave.
- The register must be kept in the same place every day in Evacuation Bags.
- Evacuation Bags must be taken in the garden for outdoor play and for any outings (when leaving premises).
- All visitors must sign in and out using the visitor's book.
- The **Fire Drill Procedure** must be displayed for all parents', visitors and staff to see.
- A Fire Drill will be held and recorded every half term.
- The assembly point must be at least 25 metres away from the building.
- All members of staff must be aware of the correct procedure for carrying out a Fire Drill.
- A Fire Whistle will always be on the hook or/and in Evacuation Bags.
- Keys for doors and gates, including codes MUST BE in each Evacuation Bags.
- Children must be taken to a place of safety until they are collected.
- Equipments for transporting or carrying children must be checked before and after Every use.

## Emergency Evacuation

**On discovering a "Fire" or other threats, the alarm is raised and the Member of staff call the fire service dialling 999.**

1. The fire drill concentrates around the exit that is the nearest and poses a minimal fire accelerant (preferably the exit that is suggested on the fire plans).
2. The children are all familiar with the sound of a fire alarm as rehearsed during fire drills.
3. All main exits are clearly labelled. Everyone in the building will have been shown where all fire exits are during practise of fire drills.
4. The children are lead out by staff members. The children are encouraged to buddy up with another child and are calmly directed and lead away from the building to assembly point.
5. Children and staff that are in our garden are requested to remain in garden then they exit through the gate and join the rest of the group for assembly.
6. Manager to blow the whistle making certain everyone is aware of the situation. Manager checks the building for any remain children/staff, exiting the building. Deputy or Room leaders to collect children's medicine or inhalers (inhalers and life saving medication should be in Evacuation Bags).
7. Manager to check toilets, kitchen and toy cupboard and leave the building shutting the doors behind them.
8. Deputy and leaders and all other staff to lead the children to the nearest fire exit, making their way over to the fire assembly point, taking the children register, staff's and children's emergency contacts, visitors' book and phone with them. A head count is taken on the way out of the building and a full register taken at the assembly point.
9. **Any parents on site are responsible for their own children and must follow staff direction.**
10. **ON NO ACCOUNT MUST ANYONE RETURN TO THE BUILDING.**
11. Step by step Evacuation with details are as follow: TO ADD SETTINGS INDIVIDUAL PROCEDURES

## Lock Down – Intruder outside the premises

The safety of everyone in the Springwood preschool and nursery is given the highest priority.

There are some occasions when it may be necessary to keep the children and staff inside the preschool/nursery buildings for their safety. Examples range from:

- a dangerous dog
- armed adult roaming the preschool/nursery grounds or nearest neighbourhood
- fumes or spills given off by a hazardous material or during an incident
- domestic breakdowns where third parties are attempting to abduct children

Depending on the type and severity of the incident, you may be asked NOT to collect your children from nursery as you may put yourself and your children at risk. You may not be able to contact the nursery by telephone as we will be using this to contact the authorities. Please listen to the local radio stations and contact emergency services for information.

As a result of an incident, your children may have been moved from their normal playroom to another safer place within the preschool/nursery or school. All children will be supervised at all times and communication with parents and carers will be re established once the incident has been dealt with or advice given from the appropriate authorities/emergency services. If the end of the day is extended due to the lock down, parents will be notified as soon as reasonable to do so.

## PROCEDURE

**A lock down will be initiated by recognisable signal of 3 repeated shouts of the 'agreed word' by a member of staff who has notice or has been informed of the posing threat situation. The action need to be repeated in all rooms and gardens. Visitors, bank and agency staff will informed about the procedures on arrival.**

Follow the **CLOSE** Procedure

Close all the windows

Lock up

Out of Site and minimise any attention

Stay silent and avoid drawing any attention

Endure. Be aware you may be in lock down for some time.

In the setting:

Upon hearing the Lockdown signal, staff will:

1. Staff secure all windows and doors. Close blinds.
2. If anyone is outside call them in.
3. After securing the building the Manager/Deputy collects evacuation bag, visitors book mobile phone, medication bag and first aid box THEN ring the bell/whistle or verbally direct, and call everyone to move to 'safe space'.
4. While entering 'safe space' Manager do a head count and then full register.
5. Manager/Deputy rings Emergency Services 999/112 and follows advice given.
6. At this point Parents/Carers will be informed unless Emergency Services advice otherwise. Parents will be asked to stay away from the setting. Springwood will not allow collection of children nor leave the 'safe space' until all-clear has been given.
7. Staff, supervise ensuring everyone remains out of sight and are sitting quietly.
8. No one is allowed out of the 'safe space' during Lockdown.
9. Remains in Lockdown until the all-clear has been given by Emergency Services.
10. When all-clear has been given Parents will be contacted to collect their children.

### **NaCTSO (National Counter Terrorism Security Office) Guidance**

In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

#### **Bomb threats: Procedures for handling bomb threats**

Most bomb threats are made over the phone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police.

Be alert, but not alarmed!

On receipt of a "bomb threat" - Dial 999/112. You should always consider their advice before a decision is taken to close or evacuate.

#### **Additional information**

##### **Guidance on receipt of a bomb threat**

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

##### **Bomb threat checklist**

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>

### **Intruder policy – Inside the premises**

This statement believes that the safety of the children and staff at this setting is paramount. We make every effort to keep our setting secure from intruders.

- No staff will let somebody in, unless purpose of their visit is confirmed – **While checking with management to confirm or ask who the person may be, they MUST wait outside.**
- Not anyone will be left at the reception, including OFSTED or known parents, etc., while you find suitable person to take over.
- We aim to inform practitioners, parents and carers of the procedure in the event of an intruder being identified on the premises maintaining the safety of children as well as their own safety.
- All legitimate visitors will sign in and show ID, identifying need for the visit.
- All staff especially management including supervisors/room leaders will be informed of visitor's presence.
- Visitors will not be left unattended.
- If the visitor has gained entry ask purpose of the visit and have a colleague observe your approach -explain to the visitor that they must report to the management, review security to determine how visitor gained entry, if the intruder imposes a threat:
  - gain attention of other staff,
  - inform staff that Evacuation or Lock Down must take place now,
  - call the police.
- In any event, report must be made – Police, Ofsted and parents must be informed, with due regard to data protection, General Data Protection Regulation and confidentiality policy.

**The Evacuation Drill Log or lock down record must contain:**

We hold fire drills each half term and record the following information about each fire drill in the fire drill record book.

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Written observation of evacuation.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.