

## **Emergency Policy and Procedure**

This policy is inclusive to all families, children, students, volunteers, and staff. A risk assessment is conducted to identify potential emergencies that are relevant to the setting when preparing the emergency and evacuation procedure.

Circumstances under which an evacuation/lockdown will occur are as follows:

- An act of terrorism.
- The actual or threatened release of hazardous substances.
- Fire.
- An unstable or collapsed structure.
- The risk of explosion.
- Severe weather, including widespread flooding.
- Environmental contamination.

The Setting will meet basic fire safety standards in accordance with the Regulatory Reform Fire Safety Order (RRO 2005). The person responsible for health and safety will undertake a fire risks assessment.

In accordance with the 2005 RRO regulations, the Setting will ensure that everyone working and visiting the building is protected from the danger of fire. To ensure this, the Setting will:

- undertake a fire risk assessment, recording and updating it regularly or when there is any change in the circumstances.
- ensure that the staff receive detailed guidelines on fire safety regulations and that they implement them e.g., vacating the building in the case of a fire.
- ensure that there is a sufficient amount of appropriate fire extinguishers in prominent and convenient locations and that they are positioned in accordance with the Fire Service's guidelines.  
  
ensure that there are clear and detailed guidelines on how to act in the case of a fire on display in a prominent place in the building.
- ensure that a fire drill is held and recorded at least once every term. Fire wardens should be appointed to be responsible for emptying the building in an emergency.
- test the fire alarms weekly, keeping a record of every test.
- ensure that the electrical equipment is inspected regularly, and a record kept of the inspections.

### **Procedure in the case of a fire**

When the fire alarm sounds and it is not a drill You MUST react immediately.

- The staff to gather all the children to the fire door as shown on the plan.

- The register, children's emergency contact details, visitor's book and playgroup mobile phone are collected.
- Count the children as they leave the room.
- Walk the children out of the door and out of the building to the fire assembly point.
- Register the children and ensure they are comfortable.
- Fire crew are immediately informed of any missing children or adults
- Nobody should re-enter the building after the fire alarm sounds.
- Staff and children should only return to the building after the all clear has been given by the setting Leader/Fire service.

#### If it is n Lockdown

In situations where lockdown might be necessary the Leader will assess the likelihood of immediate danger and put measures in place until the emergency services arrive. Police, Local Authority, and RI/RP need to be informed that there is a lock down, giving exact location, numbers locked in, means of contact, and any other important information. Staff will comply with the advice of the Emergency Services at all times.

#### Lockdown procedure

- Stay calm.
- Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.
- Close curtains and blinds where possible.
- Turn off the lights and electrical devices.
- Stay away from windows and doors.
- Stay low and keep others calm.
- Lock-down should be rehearsed and recorded annually.
- Do NOT make non-essential calls on mobile phones or landlines.
- If the fire alarm is activated, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area, following your usual fire procedures.

This policy was adopted by: Mrs Shan Kenchington	Date: January 2024
To be reviewed: January 2025	Signed:

- ot safe contact parents/guardians to collect the children.

