



# Emergency evacuation, fire and lock-down

## Lockdown

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

- The setting manager assesses the likelihood of an incident happening based on their location.
- The setting manager ensures that the emergency evacuation and lockdown procedures are included in staff training and induction.
- The setting manager will check their 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 manager is aware of the terrorist alert level, as available at [www.mi5.gov.uk/threat-levels](http://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.
- Information is shared with parents/carers and all staff are aware of their role during 'lockdown.'
- A text/phone message is issued to parents/carers when lockdown is confirmed.

### 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.*

### Lock-down procedures

If an incident happens the setting manager/Deputy or senior member assesses the likelihood of immediate danger, using the word 'lockdown' to pass this onto other staff. 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.

### During 'lock-down'

- Staff and children stay in their designated areas (kitchen) if it is safe to do so.
- Doors and windows are secured until further instruction is received.
- Curtains and blinds are closed where possible.
- Staff and children stay away from windows and doors.
- Children are encouraged to stay low and keep calm.

- Staff tune into a local 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 follow fire evacuation plan
- **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.**

During lockdown staff do NOT:

- 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 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 be always acting on the advice of the emergency services.

#### **Recording and reporting**

- The setting manager reports the lockdown to the 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.

#### **Fire Safety & Procedure**

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. A Fire drill Log is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

#### **Procedures**

##### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a ‘competent person’.

- The H&S designated person received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).

#### *Fire drills*

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log:

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

## Emergency evacuation Fire

This emergency evacuation plan should be displayed clearly

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| 1. At the sound of the whistle: <ul style="list-style-type: none"><li>All children and adults should stand still and listen to instructions</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 2. The manager or person in charge will collect the register, signing in sheet, mobile phone and first aid kit.<br><b>NOTE</b> no other personal items are to be retrieved/collected.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 3. The manager or person in charge identifies the safest evacuation route to be used, depending on whether there are visible signs of danger. <ul style="list-style-type: none"><li>Make their way in an orderly fashion to the foyer door (If these exits are blocked during the evacuation, all children and adults should exit to the middle double fire exit in the hall.</li></ul> <p>Evacuation of the building commences</p>                                                                                                                                                                                                            |
| 4. As the building is evacuated the manager A designated staff member will do a sweeping check of all rooms where it is safe to do so and closes doors on the way out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 5. All children and adults should leave the building quickly and assemble in the furthest corner of the car park or playgroup dependent on where the fire is located                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 6. The manager or person in charge will do a swift head count and call the register, to ensure that all children and adults are present.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 7. <ul style="list-style-type: none"><li>A staff member will call the Emergency Services (if applicable).</li><li>At no point should any member of staff, parent or child go back into the pre-school until it is safe to do so.</li><li>If it is not possible to return to the pre-school, all parents should be contacted and children collected.</li><li>If parents cannot be contacted, the staff will remain with the children in a safe place (i.e. the village school) until the parents arrive for collection at the normal time.</li><li>A minimum of 2 members of staff will remain until ALL children have been collected</li></ul> |
| <b>EVACUATION OF CHILDREN WITH ADDITIONAL NEEDS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 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.<br><br>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.                                                                                                              |