



Waltham Pre-School

GENERAL EMERGENCY PROCEDURES

FIRE EVACUATION

IF YOU FIND A FIRE OR ONE IS REPORTED TO YOU:

- Staff discovering a fire or other emergency for which the buildings should be evacuated should activate the alarm using the nearest available break glass call point.
- If it is safe to do so, the staff member should then notify the office of the exact location of the incident.
- The Fire Brigade will be alerted by the Manager / Deputy Manager

FIRE FIGHTING

- The safe evacuation of persons is an absolute priority. Staff may only attempt to deal with small fires, using portable fire-fighting equipment, if it is safe to do so without putting themselves at risk.
- Ensure the alarm is raised BEFORE attempting to tackle a fire.

ON HEARING THE FIRE ALARM:

- All staff, children, occupants of building must respond to alarm activations Never assume the alarm is a drill and do not collect personal belongings.
- The fire alarm is a continuous ringing bell.
- Staff will supervise the evacuation of pupils/visitors to the designated assembly point.
- The Assembly Point is at the bin area near to the main gate, ensuring the road access area is kept clear for emergency vehicles.
- In the event of a fire in the office area a 'common sense approach; should be adopted; this could mean using Manor Drive to ensure the children are in a safe area, using staff members to stop the traffic.
- Registers, visitors book, *pre-school mobile phone*, etc. will be taken out to the assembly point by *Room Leaders / Office based staff*
- Staff not with pupils, visitors and contractors must leave the building by the nearest exit and report directly to the Pre-School Manager at the assembly point.
- Children should leave the room in single file when instructed by the practitioner in charge. Children should then leave by the nearest available escape route. The last person to leave the classroom must close the door. Children should walk and remain with their practitioner at the assembly point. Nursery staff to use Evacuation Cots for the babies.

A Calm orderly exit is essential
Walk quickly – DO NOT RUN or stop to collect belongings

- On arrival at the assembly area staff will check their registers. The result of this check must be reported to the Pre-School Manager as soon as it is completed.
- The Fire Wardens are responsible for ensuring the building is cleared. Fire wardens should ensure that in the event of their absence, another member of staff is available to take over their duties:
- The Fire Wardens should report to the Pre-School Manager that the building is cleared.
- The Pre-School Manager will liaise with the Fire Brigade on their arrival.
- The building must not be re-entered until staff are notified it is safe to do so by the Fire Brigade / Pre-School Manager.

- If the building cannot be reoccupied following an evacuation, pupils will be evacuated to Waltham Lea's Academy Hall and arrangements will be made to contact parents.

Monitor and Review

- The Pre-School Directors and Managers will ensure that Fire Safety Policies are reviewed regularly, kept up to date and stored in accessible policy files.
- Alarms are tested weekly and recorded.
- Fire Wardens receive updated training as required.
- Evacuation drills are conducted on a termly basis and are timed on different days / times to incorporate all staff / children's attendance.

Emergency Closure

In the case of an emergency where it is necessary to close the school building, all attempts to contact parents/carers will be made.

- The information will be given to Links FM radio station to broadcast on the morning of the closure.
- An information board will be allocated at the school gates.
- Should it be necessary to close the school building during the school day all parents/carers will be contacted by telephone. Provision will be made at the Leas Primary School for those children whose parents/carers we have been unable to contact.
- Should the school need to be closed after the beginning of a session, we will endeavour to retrieve all medicines, inhalers, registers and all contact numbers.
- All pre-school sessions will still be charged for, due to overhead costs.

Lockdown Procedure

In response to any external or internal incident, which has the potential to pose a threat to the safety of staff and pupils in the Pre-School, a lockdown procedure will be followed.

Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

- A reported incident / civil disturbance in the local community
- An intruder on the Pre-School site
- A warning being received regarding a risk locally, of air pollution (smoke plume, gas cloud, etc.)
- A major fire in the vicinity of the Pre-School
- The close proximity of a dangerous dog/animal roaming loose

In any of these situations, or any other potential threat, the office will internally call each room, or the member of staff witnessing the incident will alert other staff members / office.

The word LOCKDOWN will be used to prompt staff to calmly take children to the hall, closing all doors and windows behind them.

The Managers will take a mobile phone so contact can be made to the emergency services.

Room Leaders to take admission book and registers, to account for all children and staff once in the hall. Once registers have been completed, Room Leaders must alert Managers that all staff/children/visitors have accounted for.

Staff and Children must remain in the hall until the Managers declare that it is safe to leave.

