



# Totterdown Preschool Fire Safety and Emergency Evacuation or Closure Procedure, Lockdown and Emergency Response Plan

## Statement of Intent

Totterdown Preschool's aim is to provide a safe and secure environment for all children, parents/carers, visitors and staff, by having an emergency evacuation procedure in place and monitoring/checking the building at all times. Practice evacuations are carried out each half term.

In order to maintain fire safety:-

- Fire doors will never be obstructed and fire exits are easily identifiable.
- There is an adequate system and equipment for the detection and control of fire.
- Our Emergency Evacuation Procedures are clearly displayed on the premises and are explained to new members of staff, volunteers and parents.
- Totterdown Preschool carry out fire drills on all the range of sessions provided during each half term, and these are recorded on a Fire Drill log. (Refer to Fire Safety Procedure).
- The named Fire Warden – **Shamira Lumsden**, has received the relevant training, including the use of fire extinguishers.
- The Ash Parish Council arranges servicing of the fire safety equipment, as required by law.

## **Procedure for the Emergency Evacuation of the Building**

If the building needs to be evacuated for any reason the ~~main hall~~ alarm will sound and the following procedure will be put in place:-

1. The appointed Manager (on the day) would indicate to children, visitors and other members of staff which exit route they are to evacuate by lining the children up in front of the nearest exit. Staff will then safely usher children and visitors to the appropriate exit.
2. The appointed Manager will escort the children followed by visitors and staff, (except for the Fire Warden) quickly and calmly through the safest exit route. At this point the emergency services will be contacted. (The appointed Manager / Deputy will be responsible for collecting the Register (containing contact numbers), signing in sheet (if appropriate), mobile phone and First Aid Kit on the way out).
3. Any members of staff with children outside of the hall should exit via the nearest fire exit to their location. If in the small garden then through the gate into the large garden and out into the car park assembly area, in the case of the large

garden then straight through the gates to the car park assembly area. They should then make their way to the designated assembly point.

4. They will be escorted to the section of green next to the front car park.
5. Meanwhile, the Fire Warden / second in charge will carry out a quick sweep of the building (if safe to do so), to check that everyone has evacuated the premises before then leaving the building and joining the group on the designated place.
6. The appointed Manager/ Deputy will call the register and take a headcount to ensure that all children, visitors and staff are present and accounted for.

If it is not safe to return to the building within a reasonable time then the following procedure for emergency closure will be put in place:-

### **Procedure for the Emergency Closure for Totterdown Preschool**

If for any reason a session is to be closed early the following procedure will be put in place:-

1. All children will remain in a group supervised by all available staff.
2. The Manager will go down the register and contact each parent/carer individually and request that their child is picked up.
3. The standard procedure for children leaving the building at the end of a normal session will then apply – i.e. children will only be released to their parent/carer unless other arrangements have been made.
4. If it is not possible to contact all parents/carers, staff will attempt to move children to a warm, safe place and will continue to supervise them until a parent/carer collects them.

If a session has to be cancelled prior to its start – the staff will make every effort to contact parents/carers before the session starts. However, if it is not possible then some staff will remain in or near the building for the first 15 minutes of a session to ensure that all parents/carers are informed of the closure. After this time a notice of closure/cancellation will be displayed on the front gate.

### **Lockdown Procedure**

The Lockdown instruction will be initiated by a prolonged repeated signal from a whistle.

Preschool staff will implement Lockdown as follows:-

1. Ensure all children are inside the building.
2. Lock all doors.
3. Keep children away from doors.
4. Do not allow anyone to leave the safe area during lockdown.
5. Keep children calm and engaged in quiet activities.
6. Keep in contact with the police, via a mobile phone
7. Await clearance from the police.

## **Totterdown Preschool Emergency Response Plan (ERP)**

Totterdown Preschool has a duty to plan an appropriate response to any reasonably foreseeable emergency and to consider appropriate ways of managing the recovery process. The aim of this emergency response plan is to equip the Preschool staff to act appropriately to minimise risk in any emergency situation and to deal with the consequences of an emergency.

The objectives of the plan are to:-

- Maintain safe supervision of children during an emergency situation.
- Minimise loss of life.
- Minimise injury, distress and ill health to children and staff.
- Manage the situation until the relevant support arrives.
- Minimise disruption to the daily routine of staff and children not directly affected.
- Ensure effective communication and efficient management of information during an incident.
- Support staff, children and carers in the aftermath of any incident.
- Review the handling of any incidents to see what can be learned for future practice.

An emergency is defined as an unplanned event or situation that threatens serious damage to human welfare or the environment, significant injuries to people, substantial damage to the fabric of the building or significant disruption to normal operations. The Preschool may also need to respond to more local emergencies which might have serious consequences for health or wellbeing or may require emergency arrangements (for example if staff or children cannot get home after Preschool).

All staff members are made aware of the plan and of their individual roles and responsibilities during their induction period and through briefings at team meetings and specific training sessions.

**The Fire Safety & Emergency Evacuation or Closure Policy and Procedure will be reviewed annually**

Agreed by Claire Childs and Shamira Lumsden

Reviewed on August 2021

### **STAFF ACKNOWLEDGEMENTS**

I have read this policy and will adhere to it in future practice: