



EMERGENCY, EVACUATION and DISASTER MANAGEMENT AND RECOVERY POLICY

In addition to providing and maintaining safe and healthy working conditions for all employees and children, the Pre-School is committed to responding efficiently in an emergency or disaster to ensure the safety of all.

Evacuation, in the case of an emergency, needs to be swift and efficient. It is critical that everyone is accounted for within as short a time as possible whilst causing as little distress as possible to the children. It is therefore important that evacuation procedures are routine without becoming casual.

Due to the close proximity of Howard primary School, there may be occasions when the school has an emergency which affects the pre-school. Full co-operation between the school and pre-school exists at all times.

This policy should be read in conjunction with the Health and Safety and Incident policies.

General Principles

In any emergency or critical situation, the primary responsibility of all members of staff is the safety and well-being of the children in their care.

The emergency services should be alerted without delay.

Members of staff should maintain a calm and reassuring manner at all times, however they may be feeling themselves.

Members of staff should follow instructions from senior staff or the emergency services to ensure that the situation is brought under control as soon as possible.

Standard Evacuation

The designated Chief Fire Warden is the pre-school manager or, in her absence, the deputy manager.

- The attendance register is always be kept in a designated place to allow for

easy access.

- In the event of evacuation being necessary, the room leader will press the alarm.
- In the event of an emergency occurring at the primary school, either the pre-school emergency alarm will be automatically triggered or a telephone call will be made by the school to the pre-school explaining the situation and whether it is necessary for the pre-school to evacuate.
- The register will be collected by the manager or her deputy and the room leaders and staff will lead the children outside via any of the exits.
- The manager will call the register to ensure that all children and staff are present and uninjured.
- The deputy manager or the next most senior member of staff will ensure that all windows and doors are left closed where possible and check the building, including all toilets, kitchen, playrooms, staff room and office.
- The children will be escorted to the assembly point. Currently, this is at the top of the ramp-next to the staff carpark.
- The children will remain at the assembly point until advised by the school or fire officers to return to the pre-school or move into another place of safety.
- All staff will remain calm and indicate to the children that the situation is in their control.
- The most senior member of staff present will call the fire brigade at the earliest opportunity but preferably following liaison with Howard School.

Practice evacuation drills should be carried out once every half term.

- In a practice, the manager will set off the alarm, having alerted Howard School in advance.
- Although the seriousness of the practical drill must not be overlooked, the children should look upon the drill as a game in order that they are not frightened.

Fire

In the case of fire, all members of staff should assume the role of Emergency Fire Warden. The primary role of the Emergency Fire Warden is to begin the evacuation procedure as soon as the alarm is heard.

- Fire extinguishers should only be used when it is safe to do so. The primary purpose of fire extinguishers is to preserve life and keep the escape route clear. Portable extinguishers are only useful on small fires and will only last for 10-15 seconds. It is important to remember that fires can grow fast and can get out of control.
- Fire extinguishers are coded for different types of fire. Staff should make sure that they are familiar with the types of extinguisher on the premises and must NOT use incorrectly. Extinguishers coded Blue or Black must NOT be used in confined spaces.
- When using a fire extinguisher, an Emergency Warden should:

- Remove the extinguisher from its stand
 - Stand at least two meters away from the fire
 - Remove the pin at the top of the extinguisher
 - Aim at the base of the fire
 - Squeeze the lever slowly
 - Move towards the fire using a sweeping motion until the fire starts to diminish or is put out completely
- To prevent a fire spreading, avoid opening doors which may be acting as a firewall. If there is no visibility panel in the door, the door handle should be tested with the back of one's hand to see if it is hot. If a handle is hot, it is likely that there is fire behind the door and therefore the door should not be opened.

External Environmental Dangers

- In the unlikely event of an external environmental danger (e.g. severe pollution or other air-borne dangers), children and staff should congregate inside the building, with all doors and windows closed, to await instructions from the emergency services.
- Communication channels with the emergency services must be kept open at all times.
- Food and drink should be conserved as necessary.
- If there is an opportunity to contact parents and carers and provide information about the situation, this should be taken.

Human Danger

In the unlikely event of an attack or threat from one or more people, the primary responsibility of the staff is to keep the children safe and calm.

Alerting the emergency services immediately, by whatever means, is essential. Alerting Howard School promptly to the danger is also important. It is the manager's responsibility to have procedures in place for contacting the police and emergency services when conventional means of making contact might be compromised.

Where possible, containing the danger is then important until the emergency services can arrive. Maintaining calm is critical. 'Talking-down' an agitated aggressor and assuming as normal a mood as possible can help lessen tension and volatility.

Each situation involving danger from other people is likely to be different. It is the manager or deputy manager's responsibility to decide whether evacuating or remaining within the building is the safest option.

If there is an opportunity to contact parents and carers and provide information about

the situation, this should be taken.

Disaster Management and Recovery

In the event of a disaster preventing the pre-school from using its premises, every step will be taken to find alternative premises as near to the pre-school's site as possible.

During a protracted evacuation period, the normal business and routines of the pre-school will continue as well as possible. However, whilst the spirit of all policies will be followed, the precise application of the pre-school's policies will be suspended and a 'Disaster Contingency Plan' followed. The Disaster Contingency Plan will be drawn up by the manager and trustees as soon as possible in the light of the precise nature of the disaster. This will be communicated to all parents.

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