01 Health and Safety Procedures

01.21 Emergency evacuation 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 at Ringrose Kindergarten 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.
- 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 assesses the likelihood of immediate danger. 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 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 TV or 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 remain in their designated area and await further instructions from emergency services, unless the fire is in their area. In which case, they will move to the next room/area, following usual fire procedures.

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:

- Travel down long corridors.
- Assemble in large open areas.
- 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 always be acting on the advice of the emergency services.

Recording and reporting

- The setting manager reports the lockdown to the owners/directors/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.

Outside Measures

A lockdown will be initiated by a member of staff holding up the lockdown sign to gather all of the children together as quickly as possible and calmly direct them inside the building as necessary if this will not endanger them. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see the situation developing outside.

- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm

Inside Measures

We use a code word to clearly identify that an emergency lockdown procedure is required. In our setting these code words are APPLES. These words are known to all staff, volunteers and students (and unthreatening to the children) and the following procedure will be implemented:

Lockdown will be signalled by the lock down sign being shown**.**
All individuals including children will remain in the areas they are in, if safe to do so. Staff will make efforts to close and lock doors wherever safe to do so.

All individuals will keep away from windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see the situation developing outside.

- Close curtains and blinds where possible.
- Stay away from windows and doors.
- Stay low and keep calm

If the situation escalates the **'BANANAS' (Hide, hide, hide)** protocol will be implemented.

On hearing BANANAS teachers should quietly and calmly move children into a safe area (Corridors). Close all doors leading to classrooms and bathrooms.

We will follow the guidance of the relevant emergency services and take direction from them at all times. The manager and/or senior person on the premises will be the point of contact and liaise with the emergency services.

All Staff

- Calmly move the children into the corridors and close the internal doors.
- headcount the children in your care, alerting the manager if any are missing
- cover the window and external door if possible
- remain in the corridors until the manager deems the premises as safe
- attempt to keep the children as quiet and calm as possible until the dangerous situation is over

Emergency evacuation

This emergency evacuation plan should be displayed clearly on the door of each room alongside a floor plan. In shared premises, the plan must be implemented alongside any other plans in place for the rest of the building.

1. The manager will walk into the room holding up an evacuation card. The fire alarm is not to be sounded.
2. The manager will gather, or ensure that staff for each group/room have the following with them: • The visitor book. • Signing in/out sheet. • Register. • Nursery management software tablets (if applicable). • Essential medication that is required by individual children. • The setting's mobile phone. • An emergency 'grab bag'. **NOTE** no other personal items are to be retrieved/collected. Staff do not empty their personal lockers
3. The manager identifies the safest evacuation route to be used, depending on whether there are visible signs of danger. Evacuation of the building commences – LIFTS ARE NOT USED
4. As the building is evacuated the manager checks each area and closes doors on the way out. If safe to do so, electrical mains and gas supplies are switched off before leaving. The locations are detailed here: Gas supplies …… …… Electrical mains…… ……
5. Key persons are responsible for their key children during evacuation and whilst at the assembly point.
6. Once the building is evacuated the manager checks with each room/group that all children/staff or visitors are accounted for by (insert method of recording registration i.e. software or paper register) …Paper Register……
EVACUATION OF CHILDREN WITH ADDITIONAL NEEDS
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. 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.