Emergency Evacuation Policy and Procedure

In case of fire:

Fire Marshall: Jodie Humphreys

Deputy Fire Marshall: Laura Wadsworth

Stage One:

As soon as a fire is identified, the manager or member of staff will blow the whistle three times.

Upon hearing this, all adults and children should immediately stop what they are doing, leave any resources or belongings and do the following:

Stage Two

Staff will account for the presence of children and adults, and assemble the group ready to evacuate

Evacuation Area:

- Salendine Nook Baptist Church car park

Fire Marshall or Deputy Fire Marshall to collect fire bag and register.

Stage Three

A final headcount will be made by the Fire Marshall or Deputy Fire Marshall, and upon all children and adults being present, evacuation will begin immediately, taking the safest (not necessarily the quickest) route. The fire brigade will be called on route. Children and staff will remain in the car park until all parents have been contacted and have collected their children.

Staff will remain with the group until the last child has been collected.

In case of other evacuation requirements

Strong Winds

Evacuations may be required from the outdoor area in the event of strong winds (causing a risk of tree branches to fall), lightening or other natural phenomena. In the event of strong weather, qualified practitioners will use their best judgement as to whether evacuation is required.

In this situation, a member of staff will call the group together and a head count will take place. The group should then leave and go inside.

Please note: Management undertake daily wind checks and will never take children into the forest if winds are stronger than 25 mph.

In case of suspicious person on outdoor site:
We are aware that our site may be accessed by unauthorised persons, and have the following procedure to ensure the safety of the children.

If a person approaches the area who is suspected by a staff member to be potentially dangerous or could put the children at risk, staff will:

- Blow the emergency whistle – One long blow. This is to notify other staff in the area that the suspicious person procedure is commencing. The person raising the alarm will keep their phone in hand in case police are required. The manager will join the person who raised the alarm, evaluate the situation and decide if intervention is safe, or if evacuation should continue. If necessary, the police will be phoned.

- The remaining staff on site will gather the children, doing a headcount to ensure all children are present and staff are accounted for. The group are to move swiftly to the evacuation point. If this is not possible and an alternative route is needed, staff are to guide children out of the forest via the back and await further instruction from the manager. There will be an emergency bag available for staff to take which will contain items to aid staff members in this situation

- Once the suspicious person has been removed from site, the manager will contact the rest on the group via phone to advise of next steps.

In case of suspicious person on indoor site:

The Preschool front door will remain locked at all times apart from at the start and end of each session. If a visitor approaches the setting when the door is closed, there is a door bell to ring. Staff are then able to see who is outside through the door viewer. If staff are not expecting a visitor and do not recognise the individual they will not open the door. The individual will be encouraged to ring the Preschool phone to discuss their visit.

- Any staff who may observe an individual in the Precshool who appears suspicious should (if safe to do so) approach the individual, ask for their name, ID, and purpose of being at the nursery. The member of staff should always alert a member of management for assistance with this. The member of staff needs to determine if the individual poses any kind of threat/ safety hazard.
- Whilst determining the status of the visitor, every effort must be made to ensure the children in our care are safe, feeling secure and where possible, continuing to be engaged in current activities.
- If the individual becomes agitated and refuses to leave the building peacefully, we will endeavour to calm the person whilst trying to gain the attention of your staff member to call the police.
- If the intruder/individual persists, the code word may be used to alert staff to gather children and make way to the secure back corridor exit. Register and telephone will be taken with them and will stay there until the police arrive.
- If the person leaves before police arrive, we will not attempt to detain them.
- If the person does not leave before police arrive, explain to the officers what has happened, so they can deal with the intruder and find a cause for arrest.
- The incident will be logged and security measures will be reviewed.