

## Watery Lane Preschool



# Emergency Evacuation and Critical Incident Policy

We are only too well aware from the local and national media that unfortunately traumatic incidents affecting schools and local communities seem to be on the increase.

Such incidents come in many forms from major disasters such as Lockerbie, Hungerford, Herald of Free Enterprise and Dunblane, to smaller scale incidents involving the death or serious injury of pupils, staff or parents. Whatever the scale of the incident, the effect on the individuals involved can be equally devastating.

It is now recognized that children are no more or less resilient than adults to traumatic events and their reactions are basically the same. Schools, therefore, have an important role to play in helping children to understand and cope with the impact of such events. School is a normal place for children to be and offers children security at a time of insecurity. Staff have many skills and techniques which they use routinely to help troubled children and, with some further training and confidence building, these skills can be adapted to help children to cope with a range of traumatic incidents.

A **Critical Incident** may be defined as a single incident or a series of incidents which

- Are sudden and unexpected
- Contain real or imagined threats to a person
- Overwhelm usual coping mechanisms
- Cause severe disruption
- Are traumatic to anyone

**Critical Incidents affecting schools may include:-**

- The death of a pupil(s) or member(s) of staff through sudden accidents, murder, terminal incident or suicide.
- A serious accident involving pupils and school personnel on or off school premises.
- A violent attack or violent intrusion onto school premises, e.g. involving an armed intruder or a bomb alert.
- Fire, flood, building collapse or major vandalism in school.
- A hostage situation.
- A disaster in the community, e.g. transport accident, terrorism.

**The TRAUMA caused by critical incidents challenges individuals mentally, physically, emotionally and spiritually.**

**A manager or a deputy will be contactable at all times.**

## Fire Safety and Emergency Evacuation

### Statement

At Watery Lane Preschool we ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Managers and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Risk Assessment Review is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills are recorded in a separate log

### Procedures

#### *Fire safety risk assessment*

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- Our Manager and Deputy have received training in fire safety sufficient to be competent to carry out the risk assessment; this will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
  - Our fire safety risk assessment focuses on the following for each area of the setting:
    - Electrics.
    - Heating and Cooking.
    - Means of Escape.
    - Fire Action.
    - Alarms.
    - Fire Brigade Facilities and Liaison.
    - Maintenance and Recording.
    - Emergency Plans
    - Flammable Substances.

#### *Fire safety precautions taken*

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure the Paxton-controlled front door exit is fitted with an emergency break-glass unit to release the lock and allow exit in an emergency.

- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- We do not cover sockets in line with current information that says that a socket becomes live once all holes are engaged and this is the case with socket covers. Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
  - clearly displayed in the premises;
  - explained to new members of staff, volunteers and parents; and
  - practised regularly, at least once per half term.
- Records are kept of fire drills and of the servicing of fire safety equipment.

**Emergency evacuation procedure – also to be used in the event of flood, building collapse, bomb threat or any other incident under the advice of the emergency services.**

- Children are familiar with the sound of the Fire Alarm because of regular practice evacuations.
- Children, staff and parents know where the fire exits are through regular practices and direction from session supervisor.
- Children are led from the building to the assembly point by a staff member and supported by remaining staff.
- In the event of a bomb threat or intruder alert in school the assembly point will be the Baptist Church in Parks Lane.
- In the event of a bomb threat made to the preschool or an intruder alert within the preschool we will notify the school by telephone as soon as reasonably possible.
- In the event of a bomb threat made to the preschool by telephone, the telephone will be put on loudspeaker if another member of staff is in the vicinity.
- In the event of a bomb threat made to the preschool please see the steps laid out in Appendix 1.
- Children will be accounted for by an initial headcount during the evacuation and confirmed by checking the register which will be done by the session supervisor.
- Due to regular practice evacuations the children will be evacuated in a safe and timely manner.
- The Manager or Deputy Manager will collect the mobile phone, registers, First Aid kit, Evacuation bag (containing foil blankets, groundsheet, packs of dry fruit and cups) and children’s medication.

- Any adult discovering a fire will sound the alarm and the session supervisor will nominate a member of staff (most senior member) to call the emergency services, giving the postcode of the preschool as written on the reverse of the handset.
- Parents will be contacted by phone once the evacuation is complete and the children are safe unless instructed otherwise by the Emergency Services.

### *Fire drills*

We hold fire drills at least termly (a sufficient number of fire drills will be planned to take into account children's attendance patterns) and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- The names and number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

### **Lock down procedures in case of intruder alert (also possibly a hostage situation if advised by emergency services).**

- In the event of a situation arising in the school they will notify us by telephone. If the intruder alert is within the preschool we will alert the school as soon as reasonably possible by telephone.
- In any crisis situation it is essential that all staff remain calm and support children to be the same.
- In the event of a crisis necessitating a 'lock down' the safest place within the preschool is the children's cloakroom.
- Children will be escorted there and encouraged to sit/lie down on the floor.
- A member of staff will lock the outside door to the outdoor play area and, if time the rear fire exit in the Buccaneers room before joining the children and remaining staff in the cloakroom.
- Staff will take in mobile phone, registers, emergency medication and the Emergency Evacuation Bag and First Aid Kit.
- The door will be closed and the wedge inserted under the door.
- The changing unit will be moved in front of the door with the wheels locked up.
- The glass in the cloakroom windows will be taped.

### **Sudden death of a child in our care or an adult at our setting**

Death at any time is traumatic for relations and friends of the deceased but more so when it is an unexpected death. At Watery Lane Preschool we take the health and safety of the children, staff and visitors very seriously. Health and Safety checks and Risk Assessments are carried out regularly but other factors may contribute to a sudden death.

If the tragic incidence of the sudden death of a child or adult occurs in our setting the following steps will be taken:

- Every effort will be made to revive the casualty by a First Aider.
- The Emergency services will be contacted and both ambulance and police will be requested.
- The person in charge will assign a member of staff to stay with the casualty ensuring that any relevant paperwork (admission and medical consent forms) are taken to the hospital in order for them to make informed medical decisions.
- All remaining children will be taken to an alternative location (i.e. the school hall) to minimise trauma.
- The person in charge will notify parents or Next of Kin that an incident has occurred and advising them to go to the hospital. The police will be responsible for informing them of death.
- The person in charge will contact all parents of children attending the session and will notify them that an incident has occurred resulting in a child being taken to hospital. They will be requested to arrange for the collection of their child as soon as possible. No further information should be divulged to any other parent or guardian.
- The person in charge will inform all staff not on duty.
- All relevant documentation will be completed including written reports of the incident by all staff members present at the time.
- Ofsted, the Local Authority Designated Officer for Safeguarding (**0845 345 9122**), Social Care (**Somerset Direct 0300 123 2224**) and the Education Relationship Manager will be notified.
- Support will be offered to all staff and parents as required.
- A full review of the circumstances of the death will be made with the assistance of the appropriate authorities and any necessary changes implemented.

## Post incident Procedure

- Parents will be contacted as soon as the children are in a place of safety unless notified differently by the Emergency Services involved.
- Managers to contact the Education Relationship Manager for West Somerset (Liz Smith – [Elizabeth.smith@somerset.gov.uk](mailto:Elizabeth.smith@somerset.gov.uk)) for further advice and support.
- Managers to contact Committee Chair and request that he contact remaining committee members.
- Managers to contact Ofsted to alert them to the situation.
- Managers will write a full and detailed report of the incident in chronological order.
- Somerset Educational Psychologist service will be contacted to give support to any children, staff or parents to address any traumatic after effects.

**Legal framework**

- Regulatory Reform (Fire Safety) Order 2005

**Further guidance**

- **Link to: Covid-19 risk assessment and Covid-19 procedures during the coronavirus period**

- Fire Safety Risk Assessment - Educational Premises (HMG 2006)

**Please see also our policies on: Emergency Closures, Risk Assessment, Outings, Arrivals and Departures, Maintaining children’s safety and security on premises, Recording and Reporting of Accidents and Incidents.**

<b>A unique Child</b>	<b>Positive Relationships</b>	<b>Enabling environments</b>	<b>Learning and development</b>
1.3 Keeping safe		3.4 The Wider Context	4.4 Areas of learning and development

This policy was adopted at a meeting of **Watery Lane Preschool** Held on \_\_\_\_\_ Signed on behalf of management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_ Role of signatory \_\_\_\_\_

Date to be reviewed \_\_\_\_\_