



## **07. Emergency Policy**

### **Evacuation of Premises Procedure**

#### **Aims of Policy**

This policy aims to outline the evacuation of premises procedure for emergency scenarios.

#### **Procedure**

- In an emergency, the person in charge of Pre-School will activate the wall mounted fire alarm and issue instructions to staff, children and visitors.
- When the emergency alarm sounds everyone must stop what they are doing, stand still and listen to instructions from the person in charge.
- The person in charge will collect the first aid kit, the register, children's medication, telephone and emergency register file.
- The person in charge will call the school, circumstances permitting, to inform them of the situation.
- One or two members of staff will be directed by the person in charge to assemble the children and visitors at the side door or lobby door of the John Orme Room.
- The person in charge will check the kitchen, staff cupboard and children's toilets and evacuate these areas. They will also check the Jubilee Hall.
- The person in charge will take a quick head count and check this tallies with the register.
- Do not stop to collect personal belongings but on the instructions of the person in charge, walk quietly and quickly from the building in single file. A member of staff will always head and tail the queue.
- In the event of a fire, shut all doors after final person is evacuated. Care must be taken to ensure the room is empty before shutting the doors. If a false alarm is suspected, one person to return and check the control panel.
- Assemble in Pre-School playground or car park (depending on instructions from the person in charge) and stand as far away as possible from the building.
- The person in charge will take a final head count and check the register.
- Always tell a member of staff if you leave the building for any reason and inform the person in charge if a child leaves early. The register and wall notice should be amended accordingly.
- A fire drill will be carried out every half term.

N.B.: Person in charge – will usually be Pre-School Manager, but in her absence would be the Deputy Manager/Senior Key Person.

Parents, guardians, staff, volunteers and visitors who use the car park should park in such a way that allows clear access to the emergency services and should reverse park in to spaces for safety.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

This policy was reviewed as indicated below:

*2006 created*

*2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

*May 2019 reviewed and updated*

*June 2020 reviewed*

**UNCRC related article:**

**Number 6**

Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.