



Berryarbor Pre-school
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Emergency Plan

Emergencies

Emergencies can and do happen and an organisation's ability to respond appropriately in emergencies depends on the forethought and planning that has already taken place. The Local Authority recommends that all childcare settings should have suitable and effective emergency plans.

"Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure"

Whilst it is not possible to plan for every eventuality this document is designed to provide guidance to assist in developing a suitable plan to cover most situations. Incidents are grouped by the Local Authority into three levels.

- **Level 0 – Localised incidents**

Disruptive to routine but not an immediate threat to life or well-being.

- **Level 1 – Localised emergencies**

May include any unexpected event likely to disrupt the normal functioning of the Setting.

- **Level 2 – Major Community Emergencies**

Major emergencies may affect whole communities and typically involve the County Emergency Planning Department.

The Preschool will ensure to always have access to a mobile phone which is always fully charged.

Up to date lists of the following telephone numbers are always readily to hand;

- parents of the children and emergency contact numbers
- nearest hospital with accident and emergency department
- staff who have received the required 12 hours paediatric first aid training.

A full updated First Aid Kit is available and when needed a travel first aid kit.

Emergency action plan

1. Contain the emergency without harm to child or staff (e.g. in case of fire - use a fire blanket or the extinguishers located around the preschool)
2. Check the safety of all the children and remove them from the immediate area, going to the fire assembly point (by Ye Olde Globe carpark- never leave them unattended.
3. Take the register to ensure all are present
4. If necessary, dial 999 for emergency services or doctor/111 for NHS
5. If necessary, administer emergency first aid
6. Contact the children's parents or emergency contact
7. Keep calm and ensure children are kept safe giving reassurance
8. Seek refuge in a safe building to protect all from the outside elements (Primary school or the Public House)

The following events will also be considered in this plan

- severe weather problems
- utilities (power, gas, water cut off)
- failed heating system
- flooding or other weather damage
- fallen trees
- minor earthquake tremor
- water leak
- vandalism
- local industrial action
- ICT failure (telephones, internet problems, theft of computer)
- notifiable infectious outbreak
- intrusion onto the premises by malicious people
- destruction or vandalism of part or whole of the premises
- the building becoming unsafe because of fire or flooding
- death of a child, member of staff, proprietor or committee member
- an epidemic
- serious incidents on visits
- the release of hazardous substances near or on the site

Other events that take place outside the of the preschool may also be deemed as an emergency at Level 1 and level 2. These may also be considered in our plan because of the impact they may have on children, parents, staff or volunteers sometimes for protracted periods of time:

- an incident in the community which is seen or experienced by children, staff or volunteers
- an incident affecting relatives of children and which is known about within the setting
- an incident involving allegations within the setting
- an incident affecting a nearby school or building

Emergency closures

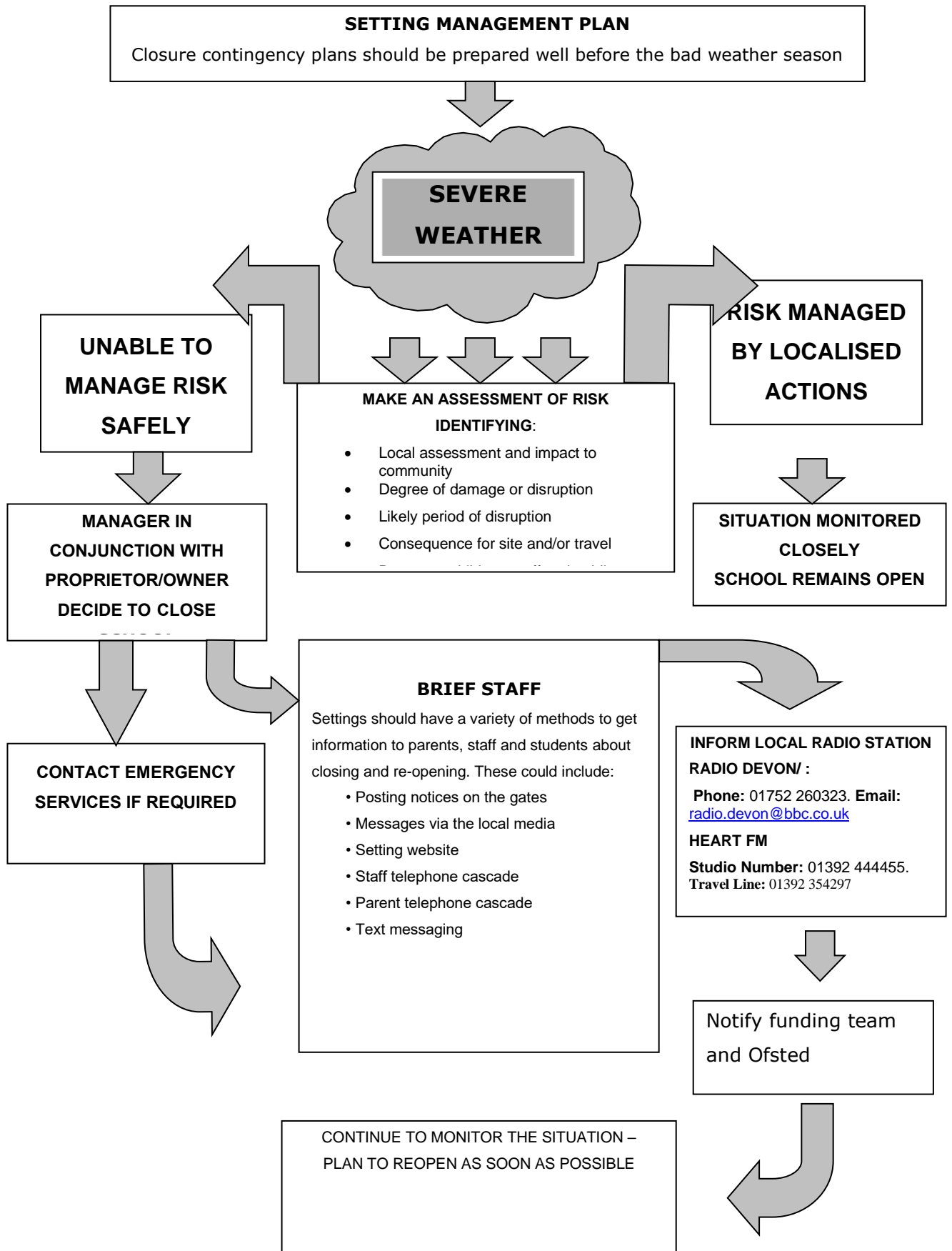
Closing the preschool is never an easy option. In taking the decision to close, the safety of the children, staff and visitors is of paramount importance. Before taking the decision, a risk assessment is undertaken and decided if there is a significant risk of severe injury, ill health or inability to comply with relevant legislation which would then lead to the decision to close part or all the setting.

- We shall liaise with the local schools and receive updates on the weather conditions and take advice.
- estimating how many staff members are need to get in for the setting to operate - meeting the correct staff: child ratio and staff qualification ratio
- ensure we have emergency contact details for all children/parents and staff members to inform about potential closures and re-opening
- our priority is for the safety of the children, parents and staff travel. Berrynarbor is in a valley where road condition vary – no gritted roads, hills/sleep slops and narrow lanes. Consideration for members of staff and parent who may live some distance away from the preschool and traveling difficulties may prevent them reaching the preschool
- the committee have the final say
- Ofsted should be notified of any closure

Information is shared by

- posting notices on the front door and back gate
- staff telephone cascade
- parent telephone cascade
- text messaging, email and Facebook notification

Severe Weather Setting Closure Flow Chart



example of message

'With the current forecast of snow over the next few days, it may be necessary to close the preschool.

When we know that the preschool will not be able to open, we will inform you by email first thing in the morning and a follow up phone call if it is your child's session day.

If the preschool has to close during the day, I am sure you will understand that getting the children home as quickly and safely as possible is our first priority.

This decision won't be taken lightly as we are aware that this can affect your working day but again our priority is for the safety of the children, your travel and that of the staff.

We shall liaise with the local schools and receive updates on the weather conditions and take advice.

Please ensure that we also have your emergency contact details (you can check your details at drop off time) and also advise us if your mobile / home number or e-mail address has changed recently.

Thank you for your co-operation in this matter and if you have any questions please don't hesitate to get in touch'

Remember! during any emergency:

- maintain a personal log of all telephone calls and information received, actions taken and the time of those events
- establish a list of people who should be contacted and record when you have contacted those key people or parents
- identify any telephone lines not generally known to the public, mobile or direct lines, which could be used for outgoing calls in an emergency as it is likely that the main setting number will quickly become jammed with incoming calls
- in the event of a power failure technology may not work, but a telephone plugged directly into the first telephone point coming from the exchange should provide a useable line. The location of this telephone would be the Primary School, Ye Olde Globe public house or a local house/property.
- If the incident attracts media attention, you are likely to be inundated with requests for interviews and statements. It is especially important that if the names of those who may have been involved in the incident are known they are not released or confirmed to anyone, before those identities are formally agreed and parents are informed
- as usual sign all visitors in and out and check the identity of all callers
- ensure brief but up to date prepared statements are available to staff answering phones and take care when answering telephone calls
- remember that some calls could be bogus
- discourage staff from speaking to the media

Additional information

Media interviews – points to note:

Do not allow the media onto the premises or give them access to the children. In most serious cases the police are likely to take the lead when dealing with the media and offer some protection against media intrusion.

Ensure that children, staff, committee members and parents are given accurate, up to date information at regular intervals and encourage them not to speculate or to encourage rumours.

If you agree to a media interview:

- have another person with you; if possible; to monitor the interview.

- try to agree an interview format in advance. i.e. establish what the interviewer wants to ask
- be prepared to think on your feet, but try to decide beforehand what you want to say. Do not read it out.
- remember you could be quoted on anything you say to a journalist, even if it is not part of the formal interview
- be prepared to say you cannot comment
- don't over-elaborate your answers
- refuse requests for photos or work of children and staff involved
- try to keep a grip on your emotions during interviews, especially if it is to be televised
- most journalists are responsible, but check where interview and camera teams go, when the interview is over.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007
This policy was review and revised on 24/08/2023

Signed on behalf of the preschool.....Date.....