



## Emergency Planning Policy

### Policy Statement

In the event of an emergency at WMB Childcare Ltd, the safety and preservation of life will override all other considerations. It is the duty of all staff to study and make themselves familiar with the emergency evacuation and follow-up procedures. As part of the regular review of safety and risk assessment this policy will be kept under continual review by the management.

### The Aims of the Policy

The aims of this policy are to:

1. identify those members of staff with specific responsibilities in the event of an emergency
2. provide guidance on the routines aimed at reducing the risk of fire and other emergencies
3. provide details of emergency evacuation procedures
4. provide guidelines for dealing with unwelcome intruders
5. confirm security procedures when the premises are not in use
6. confirm arrangements for dealing with the media after an emergency incident
7. ensure the swift resumption of "business as usual".

### Procedures

Whenever the alarm is activated the evacuation drill will be carried out to its conclusion. No time will be wasted debating if the alarm is a practice or not.

No attempt will be made to tackle a fire unless it is very minor and poses no significant threat to the occupants of the building.

### Staff responsibilities

In the event of an evacuation, personnel will have the following specific responsibilities.

1. The manager or the most senior member of staff on the premises will call the fire brigade or police as necessary and be available to meet and brief the emergency services on arrival.
2. Individual members of staff with direct responsibility for children will immediately ensure their safe evacuation to the designated place of safety.
3. The administrator will collect the attendance sheets for children and staff and the visitors' book.
4. The administrator will pass children's attendance sheets and staff attendance sheets to the deputy manager, who will check the attendance registers and immediately communicate the names of any children or staff who are unaccounted for to the provision manager or most senior member of staff.
5. The administrator will check the visitors' book to ensure that all visitors are accounted for and communicate the names of any visitor who is unaccounted for to the provision manager.
6. Any contractors working on site will stop work immediately and assemble with the permanent staff.
7. A nominated member of the contingency planning team will ensure that the most recent computer backup disk or portable hard drive is removed from the building with an up-to-date list of contact telephone numbers and addresses.
8. A full list of contact details for staff, parents/guardians, emergency services, hospitals and other relevant contact details will be kept off-site by the manager and at least one other member of the contingency planning team in a format that is easily accessible.
9. There is a mobile phone number for use only in such emergencies.

## Routine precautions

### The Alarm System

1. The designated person will ensure that the alarm is clearly audible in all areas.
2. The alarm will be tested weekly when the premises are not in use. The alarm equipment will be serviced annually. The designated person will maintain a written record of all testing and service procedures undertaken.
3. The alarm will be able to be activated from clearly marked call buttons located throughout the premises. Call buttons will be tested on a weekly rotation by the designated person.

### Evacuation Routes

1. Evacuation routeways and exit doors will be signposted and kept clear at all times.

2. A plan of the routeway from every room will be displayed by or near the doorway together with a plan of the designated safe evacuation assembly locations.
3. Members of staff will ensure that they are familiar with alternative escape routes in case the designated primary route is impassable.

### **Fire Drill**

A practice fire drill and full evacuation will be held during the first two weeks of every term without prior notice.

### **Fire-fighting Equipment**

1. Fire-fighting equipment will be located throughout the premises.
2. Different appliances are designed for different applications and staff will receive training in the safe operation of portable fire-fighting equipment and the appropriate application for particular items.
3. Fire extinguishers will be used mainly for the purpose of clearing a safe pathway to an exit.

### **Other Emergencies**

In the event of any other form of emergency staff will inform the provision manager or next most senior member of staff immediately so that appropriate action can be taken.

### **Emergency evacuation procedures**

1. Individual members of staff will ensure the safe evacuation of all children for whom they are responsible, to the previously designated place of safety.
2. When an alarm sounds, children will be marshalled in an orderly fashion following the nearest available escape route and, if possible, all windows and doors should be closed as they exit the building.
3. Children and staff will assemble at the [name of pre-determined safe location]. On arrival, names will be checked against the attendance register.
4. If someone is missing, the building will not be re-entered under any circumstances. The information will be given to the most senior member of the emergency services so that a search can be instigated.
5. Nobody will re-enter any building until given express permission to do so by the senior officer of the emergency services.
6. If weather conditions are inclement a decision to move children to other local buildings will be taken only after the roll call has been completed. The buildings available for emergency occupation are Precious Cornerstone Day Nursery, Hillcity Day Nursery, Winstanley Day Nursery and Carisbrook Day Nursery.

## Unwelcome intruders

1. All visitors will be required to wear an identification badge. Any non-member of staff found on the premises without a badge will be challenged and accompanied to reception.
2. If an intruder refuses to co-operate, staff will inform the most senior member of staff immediately and the police should be called.
3. In the event of a hostage-type situation the members of staff involved will try to remain calm, avoid confrontation and concentrate on the welfare of children until the police or other emergency services can be summoned. The police should be called immediately and a pre-arranged "lock-down" alarm sounded.
4. On no account will any member of staff attempt to use force to attack or evict an unwelcome intruder.

## Building security

1. During holiday periods and at weekends all security doors will be locked for the welfare of staff and security of the buildings. Staff access will only be allowed through those doors with access control devices.
2. Staff will check with the site manager if they need access when the buildings are secured.
3. Security doors will be locked before 8am and after 5.30pm.
4. It is the responsibility of all members of staff who enter the premises when they are secured to familiarise themselves with available emergency exits and to ensure that they do not compromise the security of buildings.

## Dealing with the media

1. It is probable that some media interest will follow an emergency incident. Any media requests for information will be directed to the most senior member of staff, ie the Chief Executive Officer (CEO).
2. No members of staff will give interviews or express an opinion or comment on any written or printed material without the express permission of the Chief Executive Officer (CEO).

## Review of Emergency Policy

As part of the regular review of safety and risk assessment this emergency policy will be kept under continual review by the management.