



Critical incident – Emergency plan

Our families/carers trust Clare House to keep their children safe both in Nursery and on outings. Thanks to the efforts of Nursery Staff and Committee the nursery normally remains a safe haven for children however we are aware that we could become involved in an emergency at any time.

The Department for Education (Dfe) recommend that schools have emergency plans in place. Planning and preparing for emergencies can save lives. These actions can also help prevent an incident from worsening, protect against litigation and enhance the nursery's standing as a safe place to learn and work giving confidence to staff, parents/carers and children.

Clare House is committed to ensuring that in the event of an emergency incident affecting the nursery we will provide an effective response working with the Emergency Services, local Education authority to minimise the impact of the emergency on the nursery and the community as a whole.

Aim

To provide effective emergency response arrangements that will ensure the wellbeing and safety of all children and adults in the care of the Nursery.

Objectives

- Establish an effective framework of Emergency Response
- Ensure that the Emergency Services are provided with up-to date contact details for Nursery staff and children: These are held within room registers.
- Ensure that the emergency incident is communicated quickly and clearly to supporting agencies and partners enabling supporting arrangements to be rapidly activated.
- Maintain high standards of welfare and duty of care arrangements for children, staff and carers
- Ensure that actions and decision making during the emergency incident is properly recorded (Record of Conversation)
- To facilitate the return to normal working arrangements at the earliest time, communication with families/carers will continue throughout the closure to keep everyone informed of progress.

An emergency incident can be clarified as an unexpected event which affects the nursery and which causes disruption on a scale which is beyond the normal coping capability of ourselves. The emergency incident may involve significant threat, damage, or injury to property and individuals and may have a long term impact on children, staff, committee and parents/carers.

The following are examples of emergency incidents which may impact on the nursery and necessitate activation of the emergency plan.

- A fire within the nursery or nearby premises.
- A serious accident involving children and/or nursery staff on and off site.
- Death of a child or member of staff.
- Kidnap or disappearance of a child.
- A terrorist attack or violent intruder on or nearby the premises.
- Chemical or toxic substance release on or off site.
- An epidemic such as COVID/ meningitis.
- Severe weather events such as flood, high winds, extreme storms etc

Emergency Grab Bags

Clare House has an emergency grab bag located within each room in the nursery. All bags displayed in each room and are accessible at all times.

Emergency grab bag items include:

- Contact details for staff and children including name, address, telephone number, medical records and next of kin.
- Committee contact details.
- A Pre written/scripted statement for staff to say when calling parents in an emergency: For leaving a voice mail.
- Charged mobile phone.
- High visibility vests for adults.
- Emergency food/water supplies.
- **First aid kit-GRAB on the move.**

Fire and Emergency evacuation procedure

The evacuation signal is *continuous* ringing of the fire alarm

When the FIRE ALARM SOUNDS it must always be treated as a genuine emergency, and the following procedures must be implemented:

In the event of an emergency evacuation children will be taken immediately from the building by nursery staff to their assembly point to await clearance for the safe return to the nursery.

Nursery staff are fully aware of emergency call points and are familiar with locations of the various types of fire equipment and their purposes.

If possible on discovering a fire, staff will use the nearest emergency call point to raise the alarm whilst taking care not to endanger either themselves or their charges.

Nursery staff will:

- Collect the registers from all rooms (nearest person to the register) and take them to the assembly point
- Keep calm and walk swiftly taking the children to the nearest fire exit
- Evacuate all children from the nursery and assemble outside the perimeter fence to await clearance from the Fire Marshall for the safe return to the nursery.
- Check registers to ensure all staff/students and children are present.

Nursery staff will not:

- Stop to gather personal belongings.
- Re-enter the building unless permitted to do so by an unauthorised person or Fire Officer.

The lift should not be used during a fire evacuation by anyone – 2 able bodied adults would assist/carry any child/adult with impaired mobility from the upper floor.

If not able to return to Nursery due to Health and Safety concerns staff and children will evacuate to our safe place (Phoenix Fitness) where families will be contacted and arrangements will be made for their children to be collected.