

Procedure 2i

First Steps (Bath)

Emergency process and procedure

In the event of a Fire or Serious Incident

Introduction:

These processes are in place to ensure the safety of children, parents and carers, staff, and visitors in the event of an internal incident such as a fire where there is a need to evacuate the building. Or in the event of an external emergency, such as a dangerous intruder, where there is a need to remain indoors. The risk of these situations has been assessed and reasonable precautions taken to minimise risk as far as practicably possible.

Emergency Evacuation:

In the event of an internal incident, such as a fire, the alarm will be raised, and each service will follow the emergency evacuation process for their service. In the absence of the Service Manager, a Senior Practitioner will take responsibility for ensuring that all children, staff and visiting adults have left the building and that the sign-in, emergency contact sheets and mobile phone are taken out to the agreed muster/assembly points.

See Appendix 2a, Emergency Evacuation for Twerton; 2b, Emergency Evacuation for Moorlands and 2c, Emergency Evacuation for BOP, Broadlands School.

External Incident Process:

This process will be put into place as a sensible and proportionate response to any external incident which has the potential to pose a threat to the safety of children and adults in the building.

The following situations may be classed as an external incident.

- A reported incident or disturbance in the local community (with the potential to cause a risk to children)
- An intruder onsite (with the potential to pose a risk to children and adults in the building).

- A warning being received regarding an environmental risk locally, e.g. air pollution.
- A major fire caused air pollution in the vicinity of the building.

In these instances, a down-lockdown process will be put into place. The exact process will be outlined for each service.

See 2i appendix 2: Serious incident for all Services.

A 'lockdown' of a building or buildings is an emergency procedure to secure and protect occupants from an immediate threat.

By controlling movement in an area, emergency services can contain and manage the situation more effectively.

Notification of a lockdown situation is likely to arise through a call from the emergency services or internally from staff who have recognised a danger.

If an incident happens, the setting manager, practice supervisor or lead practitioner in charge must act quickly to assess the likelihood of immediate danger. If the assumption is made that it is safer to stay put, the setting will be placed into lockdown until the emergency services arrive.

On realising an external danger, the staff member concerned should inform all staff by using the phrase or using the buzzer.

“We are in lockdown.”

Ensuring everyone hears, including staff and children in outdoor learning spaces.

Internal incident procedures and external incident procedures will be practised regularly in a way that does not cause alarm to children. Staff will discuss procedures within their team meetings and be assured that they have a process that works for their building layout.

The following message will be sent to parents.

“Due to an incident, we have decided to secure the premises and stay put until we are given the ‘all clear.’ Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.

In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is vital that you speak to us.”

Upon alert to lockdown

Stay calm.

Ensure staff and children stay in their designated areas. Stay in the room you are working in, secure all doors and windows and await further instructions.

Use room family to undertake a head count.

Close curtains and blinds where possible.

Stay away from windows and doors. Stay

low and keep calm.

If possible, tune into a local TV or radio station for more information.

Do NOT make non-essential calls on mobile phones or landlines.

If the fire alarm is activated during lock down, remain where you are and await further instructions from emergency services unless the fire is in your area. In which case, move to the next room/area.

Be alert.

Do NOT open the door once it has been secured until officially advised 'all clear' or you are certain it is emergency services at the door.

Do NOT travel down long corridors.

Do NOT assemble in large open areas.

Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the lockdown

Co-operate with the emergency services to help in an orderly evacuation.

Ensure the Register and children's details are available.

Be aware that staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

Managing parents

In the event of an incident, parents will inevitably want to come to the setting and collect their children immediately.

They must be discouraged from doing so until the emergency services give all clear.

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made clear to parents that you will be always acting on the advice of the emergency services.

Regarding getting information to parents during 'lockdown,' use the existing systems in place for sending group messages, such as social media, text, emails.

Discourage parents from ringing directly for further updates during 'lockdown;' it will be vitally important that phone lines remain clear.

Post Lock Down.

All the parents of children who are registered with the setting to be contacted after the incident to inform them of the events that led to the situation and the thinking behind actions taken. Support offered to staff, children and parents where necessary.

Procedure 2i Appendices

Appendix 1. Moorlands Fire and emergency evacuation procedure

Appendix 1. Twerton Fire and emergency evacuation procedure

Appendix 1. BOP Fire and emergency evacuation procedure

Appendix 2. Moorlands Serious incident procedure

Appendix 2. Twerton Serious incident procedure

Appendix 2. BOP Serious incident procedure

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