

EVACUATION POLICY AND PROCEDURE

- The evacuation procedure will be discussed at Staff/Student induction by the Manager/Deputy.
- The evacuation procedure is situated by the door in each care room, community room, entrance and staff room.
- Evacuation practise procedure will be carried out twice a year in June and December.
- Exit routes are always to remain free from obstructions

EVACUATION PROCEDURE

- In the event of a serious incident the Nursery will need to evacuate the premises i.e. – report of a suspicious package on or near the Nursery premises or a gas leak. The decision will be made by the Manager/Person in Charge that we are in immediate danger e.g. gas leak and we will evacuate immediately.
- A member of the Management team will contact the police on 999. (If speaking on the phone puts you in danger then press 55 on the options after dialling 999 in the event of a serious incident and take direction from them, a member of the Management team will then inform the staff of an evacuation.
- The signal that we need to evacuate is the **FIRE ALARM** sounding continuously.
- Evacuation point: - **ALL SAINTS CHURCH HALL**. The keys for the church hall are situated in the Managers office in the tin box on the wall.
- All staff to evacuate promptly and calmly without alarming the children.
- The shed with the pushchairs will be opened and locked each day so that pushchairs are easily accessible in the event of an evacuation.
- The babies and toddlers will also use the evacuation cot that is situated in the corridor.
- Fire bags, first aid kits, registers and contacts will be taken from the care rooms by a member of staff.
- An emergency snack box will be taken with us from the kitchen by the cook.
- Coats and visas are to be worn by staff and children when vacating the premises unless we must evacuate **IMMEDIATELY** and have no time.
- **STAFFS PERSONAL POSSESSIONS ARE TO BE LEFT IN THE NURSERY: STAFF AND CHILDRENS SAFETY ARE MORE IMPORTANT.**
- Once everyone is safe at the evacuation point, a member of staff from each room and members of the Management team will use the Nursery mobiles in the fire bags to contact parents and carers of the children in the Nursery and any other parents/children who are coming into the nursery later that day to explain the situation that we have evacuated and re-assure them everyone is safe.
- Return to Nursery when we have had instructions from the Police or any other relevant professionals (i.e. gas) to do so.
- If we are evacuated for a long period of time lunch, snacks and drinks will be provided for staff and children.
- Parents/carers will then be contacted further to ask them to collect their child from the evacuation point.
- If the evacuation lasts for a few days, Ofsted will be notified.

BOMB THREATS AND SUSPICIOUS PACKAGES

A duty of care is owed to all staff, children and visitors to safeguard them from risks to their safety. Our evacuation plans are appended to this document. Risks of telephone bomb threats or suspect packages depend on a few factors, including the political climate, the fact we are a Nursery and our location in the community.

Although the plans will hopefully never be needed it is essential to have arrangements in place for dealing with bomb threats and suspicious packages so that staff know how to act should the occasion ever arise, to ensure the safety of all.

OBJECTIVES AND TARGETS

We aim to process all incoming mail, dispatch and courier deliveries at one point only. The office that receives mail is in an area that can be isolated and in which deliveries can be handled directly without taking them through other parts of the building.

Attached to our policy are the following forms:

- Nursery evacuation plan: bomb threat
- Nursery evacuation plan: suspicious postal package
- Nursery evacuation plan: suspicious bag

We will also have a training log situated in the Health and Safety file in the main office.

ACTION PLAN

All members of staff are trained in evacuation procedures. A training log is kept, and a copy is in the main office.

BOMB THREAT PROCEDURES

Staff members undertake a wide range of duties, some of which bring them in direct contact with an outside line on the telephone system. It is foreseeable, therefore, that individuals could receive a telephone bomb threat. The following procedure must be implemented should any member of staff receive such a call. It is fully appreciated that someone receiving a telephone bomb threat may be caught off-guard. We therefore ask the Manager, Deputy and Senior Staff to remind team members of the need to be diligent at all times and to be prepared to follow these procedures.

On receiving the telephone call

Listen to the caller without interrupting and make a note of the time of the call and what is said

Before the person rings off, try to ascertain

- Where the bomb is, i.e. the name of the building and in which area
- What time it will explode
- The type of package or container

- Who is calling, e.g. name of individual, terrorist group etc?

The Manager or person in charge is to telephone 999

Indicate that you have received a bomb threat and give:

- Your name
- Telephone extension number (if appropriate)
- Your exact location in or around the building
- Outline brief details of what has been said

Keep your telephone line clear and await further instructions; you may be telephoned for further clarification.

If for any reason there is a delay, e.g. if persons receiving the call cannot contact the Manager/person in charge and the manner, tone and urgency of the caller makes you consider the call to be a real threat, then sound the fire alarm and initiate evacuation of the building.

BOMB THREAT ALARM

The signal that indicates a bomb threat has been received is: **The FIRE BELL sounding continuously**

ON HEARING THE ALARM

- Briefly inspect your work area for any suspicious packages, objects, etc. **DO NOT TOUCH SUSPECT ITEMS.**
- Evacuate the nursery carrying out routine fire drill procedures

ASSEMBLY POINTS

- All staff and children move in an orderly fashion and purposefully to the clearly identified assembly point which is the routine fire assembly point by Waterside School gates, unless directed otherwise if this point is not safe.
- The Manager/Person in charge will remain in charge until the police arrive and no one should be allowed back into the buildings until the Manager/Person in Charge has received the all clear from the Police.

NO ONE SHOULD EVER MOVE ANY SUSPICIOUS PACKAGE OR USE ANY MOBILE/RADIO DEVICE WITHIN 10 METRES OF THE SUSPICIOUS PACKAGE.

SUSPICIOUS PACKAGES

Suspicious packages may be received in the post as mail or may be discovered in any part of the building as unattended and unidentified packages or other items, for example unattended baggage. Anyone discovering a suspicious package on site should make an appraisal of the situation and decide whether any further action is needed. Staff should draw on their awareness-raising training to decide the actions they must take when packages or other unattended items are reported to them. They will need to assess whether

the package should be suspicious. Steps that can be taken include making every effort to find the owner as quickly as possible.

Staff members should consider:

- Is the package hidden or does it appear to be simply left behind as lost property?
- Is it clearly suspicious e.g. batteries, wire, tape etc. visible?
- Whether or not it is typical of the environment in which it is found (e.g. a carrier bag left in the Reception area).
- Whether there has been a specific threat to the Nursery or community.
- A judgement will then be made whether to evacuate the premises and seek police assistant.

STAFF PROCEDURE FOR HANDLING POST

Letter bombs may be explosive or incendiary; or chemical, biological, or radiological (CBR). If we receive a suspicious delivery it is unlikely, we will know which type it is, so procedures must take into account all eventualities.

Staff members whose job it is routinely to handle post will be alert to possible risks and will be familiar with the possible indicators of a suspicious package such as a letter bomb.

IN ADDITION:

- We ensure that all staff who handle mail or hand-delivered items are briefed and trained.
- The office that receives mail has ready access to washing facilities, including soap and detergent.
- Members of our office staff are aware of the usual pattern of deliveries and types of items and briefed of any unusual deliveries.
- Staff are not to take any mail/parcels that are not addressed to the nursery or named person e.g. for a neighbour etc.

WE ADVISE ALL STAFF TO:

- Open post with letter openers or other implements
- Open packages with the minimum movement
- Not to blow into envelopes or shake out the contents
- Keep their hands away from their noses and mouths while opening mail
- Always wash their hands after opening mail
- Members of staff are aware that, should packages suspected of containing biological, chemical, or radiological material ever be received, they should ideally be placed in a double sealed bag.
- We do not consider, currently that staff members handling post need personal protective equipment such as latex gloves and face masks. However, should a need ever be identified such equipment will be provided.

EVACUATION

The purpose of evacuation is to move people from an area where they might be at risk to a place of lesser risk. Evacuation will not always be the first response. Advice will be sought

from the police where possible. Limited evacuation of sections of the building may not be appropriate where suspicious packages are found.

EVACUATION MAY NEED TO TAKE PLACE IN THE EVENT OF

- A threat call directly to the building
- A threat call received elsewhere and notified to you by the police
- The discovery of a suspicious item in the building or the discovery of a suspicious item or vehicle outside the building.
- The discovery of a suspicious item elsewhere notified to Nursery by the police, school, or neighbours

The Manager/Person in charge will determine whether to evacuate the Nursery based on the available information, including advice from emergency services. The routine Fire assembly point may not be the appropriate place to evacuate to, although this might be used as an initial staging post before redirecting occupants elsewhere. If, for example, an evacuation route would take people past a suspect device or vehicle outside school or through an area believed to be contaminated by CBR materials, evacuation may be the riskiest course of action.

Alternative evacuation plans will be brought into effect should the need arise. The use of alternative evacuation plans will be practised as part of our normal procedures to ensure there is safe and efficient movement away from the building.

OUR EVACUATION PLANS ADDRESS

- Full evacuation outside the building
- Evacuation of part of the building if the device is small and thought to be confined to one location (e.g. a letter bomb discovered in the office).
- Evacuation of all staff apart from designated searchers
- Full or partial evacuation to an internal safe area.

MONITORING AND EVALUATION

This policy will be monitored regularly for any changes in legislation which may have an effect and will be evaluated in the light of any changes to evacuation drills, procedures or risk assessments undertaken.

REVIEWING

The Manager and Committee will carry out a review of this policy on a regular basis to ensure that any new or changed legislation is adhered to.

NURSERY EVACUATION PLAN – SUSPICIOUS BAG

Designated routes and exits to the normal fire assembly point at Waterside School gates.

In the event of a further evacuation Exit the nursery via the main gates or emergency fire door. Walk down Franklyn Street to the corner, turn right at the bottom of Leek Road, walk

along to the Pelican Crossing and cross the road, turning left at the crossing to walk back along Leek Road cross Kempthorne Road and enter the Church Hall.

Welfare of staff and children while the building is evacuated.

All children and staff registers will be accounted for and checked. Lead Practitioner to ensure the welfare of everyone and communicate with the Manager/Person in Charge.

If the suspicious bag is confirmed as benign, the Manager/Person in charge will communicate that it is safe to re-enter the building. The routes and exits used to evacuate the building should be used to re-entry.

The Management Team will meet after the incident as soon as possible (the same day) to debrief.

NO-ONE SHOULD RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

After care: counselling will be provided for any staff or children who may feel anxious following the incident.

NURSERY EVACUATION PLAN – SUSPICIOUS POSTAL PACKAGE

Instruction to staff not to use mobile telephones or radios in the vicinity (around 10m) of any suspect package.

How the evacuation will be communicated to staff.

Fire Bell sounded immediately, 999 dialled Manager/Person in Charge. (If speaking on the phone puts you in danger then press 55 on the options after dialling 999)

Designated routes and exits

Fire procedure route unless area is sealed off with tape/barriers, then alternative fire route will be used.

For incidents thought to involve explosives, details of an alternative assembly area at least 500m from the nursery building.

All Saints Church Hall. Nursery to church hall is 480meters.

Designated routes and exits to this alternative assembly point.

Exit the nursery via the main gates or emergency fire door. Walk down Franklyn Street to the corner, turn right at the bottom of Leek Road, walk along to the Pelican Crossing and cross the road, turning left at the crossing to walk back along Leek Road cross Kempthorne Road and enter the Church Hall.

Welfare of staff and children while the building is evacuated.

All children and staff registers accounted for and checked. Lead Practitioner to ensure the welfare of everyone and communicate with the Manager/Person in Charge.

If the suspicious bag is confirmed as benign, the Manager/Person in charge will communicate that it is safe to re-enter the building. The routes and exits used to evacuate the building should be used to re-entry.

After care: counselling will be provided for any staff or students who may feel anxious following the incident.

The Management Team will meet after the incident as soon as possible (the same day) to debrief.

NO-ONE SHOULD RE-ENTER THE BUILDING UNTIL TOLD TO DO SO.

After care: counselling will be provided for any staff or children who may feel anxious following the incident.

NURSERY EVACUATION PLAN – BOMB

How the evacuation will be communicated to staff.

Fire Bell sounded immediately, 999 dialled Manager/Person in Charge. (I am speaking on the phone puts you in danger then press 55 on the options after dialling 999).

Designated routes and exits

Fire procedure route unless area is sealed off with tape/barriers, then alternative fire route will be used.

For incidents thought to involve explosives, details of an alternative assembly area at least 500m from the nursery building.

All Saints Church Hall. Nursery to church hall is 480metres.

Designated routes and exits to this alternative assembly point.

Exit the nursery via the main gates or emergency fire door. Walk down Franklyn Street to the corner, turn right at the bottom of Leek Road, walk along to the Pelican Crossing and cross the road, turning left at the crossing to walk back along Leek Road cross Kempthorne Road and enter the Church Hall.

Welfare of staff and children while the building is evacuated.

All children and staff registers accounted for and checked. Lead Practitioner to ensure the welfare of everyone and communicate with the Manager/Person in Charge.

If the suspicious bag is confirmed as benign, the Manager/Person in charge will communicate that it is safe to re-enter the building. The routes and exits used to evacuate the building should be used to re-entry.

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