



Emergency Procedures

There are many eventualities that could be deemed as an emergency. This policy and procedure covers fire, person in need of medical assistance and intruders.

In the event that an emergency of another kind is discovered, the procedure should be managed as appropriate to the situation.

Evacuation Procedure – Fire

1. Should a person discover smoke or a fire they will raise activate the alarm, situated at the front door or blow the whistle with one long blow (one in main house and one in Forest Lodge area).
2. On hearing the alarm, staff will calmly usher the children out of the building through the nearest and safest exit to the designated place of safety which is the Forest Gate, located at the entrance to the forest area in the garden, *(If this is not possible due to the site of the fire the assembly point will be the car park).*
3. If children are outside, the practitioner will blow the whistle and give instruction of where they should go. A full head count will take place.
4. The senior person on duty will call the fire brigade by dialling 999. The nursery address is: **Alfresco Childcare and Forest Preschool, Bishopstone, near Swindon, Wiltshire, SN6 8PW Tel: 01793 790263.**
5. The senior person on duty will support the practitioners to leave the building whilst calling out as each room is checked and evacuated AND will collect the tablet and screen shot the day sheet en route, the telephone and black box will also be taken outside. The person on duty will take the register for children and staff immediately.
6. It is expected all staff will do whatever is necessary in an emergency to maintain the safety of children and themselves and use initiative as required if the above cannot be followed.
7. No one should re-enter the building until given permission to do so by a senior member of staff and/or the emergency services.

Emergency Procedure – medical assistance required

In a case of emergency due to medical assistance being required;

1. Shout for help! And put on gloves if necessary.
2. Stay with the casualty, keep them warm.
3. Check for any response by calling their name – tap shoulder or pinch ear lobe.
4. When assistance arrives, ask them to call 999 for an ambulance. Check airway – check for choking.
5. Check for breathing – look at their stomach, is it rising?
6. Check circulation – do they have a pulse?
7. If casualty is not breathing, start CPR. 2 rescue breaths to 30 chest compressions/infant 5 rescue breaths to 30 chest compressions.
8. If casualty is breathing, put them in the recovery position and stay with them.



Once sensible to do so call Next of Kin/Parent to meet at the hospital or ask assistant to make the call.

This procedure is an example of what you may be required to do. Each situation is unique and you should take action as appropriate.

Emergency - Intruder

In the event that an intruder gets into the nursery building or is seen on the grounds the alarm will be raised with the whistle, two sharp blows will initiate the lock down procedure.

- Practitioners should sound the whistle with two sharp blows and give children further actions to follow as appropriate.
- The pre-school children will abandon the forest immediately to the house if there is time. If children and staff are in imminent danger they will move into the lodge, lock the doors from the inside and lie low – out of sight from the windows and doors. A roll call will be taken for all staff and children.
- Children in the nursery will be taken upstairs and ushered into a room with the door closed. A full head count must be taken to ensure all children are present.
- Doors should be locked and windows closed/locked. Lights will be turned off or dimmed.
- A senior member of staff will decide whether it is appropriate to approach the intruder. However, they must not deliberately put themselves at risk.
- If in any doubt call 999 and ask for the police.
- Staff should try to remain calm at all times. Senior staff must take the most appropriate action they feel is necessary to keep staff and children safe depending on the situation.

If there is a suspected intruder we have a phrase where one will say 'I am going to go and make the children peanut butter sandwiches'. This will be the key to everyone in ear shot that there is potentially an intruder and to gather all children into their care to safety as soon as possible. We will practice this across the setting as a drill to ensure the process would run smoothly if ever needed.

For full instructions, please see the lock-down policy procedures.

COVID-19 provision:

Please follow the above as usual, whilst sticking to bubbles at all times, if reasonable. Follow the normal processes, ensuring two meters between any separate bubbles.