



# Totterdown Preschool

## Fire Safety and Emergency Evacuation or Closure Procedure, Lockdown and Emergency Response Plan

### Statement of Intent

Totterdown Preschool's aim is to provide a safe and secure environment for all children, parents/carers, visitors and staff, by having an emergency evacuation procedure in place and monitoring/checking the building at all times. Practice evacuations are carried out each half term.

In order to maintain fire safety:-

- Means of exit will never be obstructed and fire exits are easily identifiable.
- There is an adequate system and equipment for the detection and control of fire.
- Our Emergency Evacuation Procedures are clearly displayed on the premises and are explained to new members of staff, volunteers and parents.
- Totterdown Preschool carry out fire drills on all the range of sessions provided during each half term, and these are recorded on a Fire Drill log. (Refer to Fire Safety Procedure).
- Totterdown Preschool has 3 named Fire Wardens – [Shamira](#), [Diana](#) and [Melissa](#), they have all received the relevant fire marshal training, including the use of fire extinguishers.
- The Community Centre arranges servicing of the fire safety equipment, as required by law and fire assessments and a plan of the community centre will be provided as they change to Totterdown Preschool.

### **Procedure for the Emergency Evacuation of the Building**

If the building needs to be evacuated for any reason the main alarm will sound and the following procedure will be put in place:-

1. Staff will indicate to children, visitors and other members of staff which exit route they are to evacuate by lining the children up in front of the nearest exit. Staff will then safely usher children and visitors to the appropriate exit.
2. Staff will escort the children followed by visitors quickly and calmly through the safest exit route, this may be through the back of the building if staff are in the toilets, the back gate to the garden if outside and though the main hall. At this point the emergency services will be contacted. The appointed Manager / deputy will be responsible for collecting the log-in Register, mobile phone and



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medication bag.

3. Any members of staff with children outside of the hall should exit via the nearest fire exit to their location. Anyone present in the outside space will have access to the back gate key, ensuring children do not need to enter the building to reach the assembly point. In the case of the toilets this will be via the back hall fire exits. They should then make their way to the assembly point B and after a while 'marry up' with assembly point A.
4. They will be escorted to the section in front of the refuge area.
5. Shamira to be the last out of the hall and to check it is clear.
6. The appointed Manager/ Deputy will call the register and take a headcount to ensure that all children, visitors and staff are present and accounted for.

If it is not safe to return to the building within a reasonable time then the following procedure for emergency closure will be put in place:-

### **Procedure for the Emergency Closure for Totterdown Preschool**

If for any reason a session is to be closed early the following procedure will be put in place:-

1. All children will remain in a group supervised by all available staff.
2. The Manager will go down the register and contact each parent/carer individually and request that their child is picked up.
3. The standard procedure for children leaving the building at the end of a normal session will then apply – i.e. children will only be released to their parent/carer unless other arrangements have been made.
4. If it is not possible to contact all parents/carers, staff will attempt to move children to a warm, safe place and will continue to supervise them until a parent/carer collects them.

If a session has to be cancelled prior to its start – the staff will make every effort to contact parents/carers before the session starts. However, if it is not possible then some staff will remain in or near the hall for the first 15 minutes of a session to ensure that all parents/carers are informed of the closure. After this time a notice of closure/cancellation will be displayed on the front door.



## **Lockdown Procedure**

The Lockdown instruction will be initiated by a prolonged repeated signal from a whistle.

Preschool staff will implement Lockdown as follows:-

1. Ensure children sit down at the back of the hall in the running area.
2. Lock all doors, close windows and pull blinds
3. Keep children away from windows and doors.
4. Do not allow anyone to leave the safe area during lockdown.
5. Keep children calm and engaged in quiet activities.
6. Keep in contact with the police, via a mobile phone
7. Await clearance from the police.

## **Totterdown Preschool Emergency Response Plan (ERP)**

Totterdown Preschool has a duty to plan an appropriate response to any reasonably foreseeable emergency and to consider appropriate ways of managing the recovery process. The aim of this emergency response plan is to equip the Preschool staff to act appropriately to minimise risk in any emergency situation and to deal with the consequences of an emergency.

The objectives of the plan are to:-

- Maintain safe supervision of children during an emergency situation.
- Minimise loss of life.
- Minimise injury, distress and ill health to children and staff.
- Manage the situation until the relevant support arrives.
- Minimise disruption to the daily routine of staff and children not directly affected.
- Ensure effective communication and efficient management of information during an incident.
- Support staff, children and carers in the aftermath of any incident.
- Review the handling of any incidents to see what can be learned for future practice.

An emergency is defined as an unplanned event or situation that threatens serious damage to human welfare or the environment, significant injuries to people, substantial damage to the fabric of the building or significant disruption to normal operations. The Preschool may also need to respond to more local emergencies which might have serious consequences for health or wellbeing or may require emergency arrangements (for example if staff or children cannot get home after Preschool).

All staff members are made aware of the plan and of their individual roles and responsibilities during their induction period and through briefings at team meetings and specific training sessions.



**The Fire Safety & Emergency Evacuation or Closure Policy and Procedure will be reviewed annually**

Agreed by Shamira Lumsden, Claire Childs, Melissa Chantry, Diana Khatib

Reviewed : January 2018

Amended : January 2018

#### STAFF ACKNOWLEDGEMENTS

I have read this policy and will adhere to it in future practice:



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