



Emergency Evacuation and Lockdown Policy & Procedures

Policy Statement

Employers have a duty to do all that they reasonably can to ensure the health, safety and welfare of all the children, educators and visitors. The Director of Bottesford Bunnies has a legal responsibility to provide safe systems of work and individuals have a responsibility to follow safe working practices within the community.

Emergency Evacuation Procedure

1. In the case of a severe Emergency incident, it may be necessary to evacuate Preschool premises. Please see Emergency Lockdown Procedure for more details.
2. The Director will decide whether it is necessary to evacuate the setting with advice from the Emergency services and/or the Local Authority.
3. If there is an immediate risk, everyone will evacuate the premises in line with fire procedures. **DO NOT STOP TO COLLECT PERSONAL BELONGINGS.**
4. All individual children's evacuation plans will be followed.
5. Parents will be contacted using the Bunnies mobile when it is safe to do so.
6. If it is not possible to return to the building and the weather is cold, enquiries will be made as to whether it is possible to use Bottesford Civic Hall or the Local Infant school until Parent/Carers can collect. Details of contact phone numbers for these premises are kept in the office but are also on the Bunnies mobile phone. All educators stay with the children until they have all been collected.
7. If the Preschool is not available for a longer period of time, then in conjunction with Ofsted and the Local Authority, will discuss the possibility of temporary premises.

Emergency Lockdown Procedure

As a setting we are advised not to initiate a lockdown unless it is actively recommended by the Police or if the Director of Bunnies is satisfied that it is a proportionate response to an immediate physical threat on site.

Procedure

If this emergency situation occurs, we will use a code word to clearly identify that an emergency lockdown procedure is required.

In our setting this code word is '**Red Bunny**'.

This word is known to all educators, students and volunteers and the following procedure will be implemented. This will also be included in inductions.

- We will follow the guidance of the relevant emergency services, by ringing 999 and take direction from them at all times. The Director and/or senior person on the premises will be the point of contact and liaise with the emergency services.
- We will also engage with our Local Authority when we are safe to do so.
- We will lock the gate ASAP, IF IT IS SAFE TO DO SO.
- All doors and windows will be locked, and all blinds drawn.
- Where possible we will continue with normal activities so as not to alarm the children.
- Depending on the expected time period of the lockdown it may be necessary for us to inform children that they will be staying at the setting for longer than normal. This will be done sensitively and age appropriately with children receiving the support of all educators.
- If necessary, other parts of the building, such as rooms which face away from the incident, may be used to protect the safety of children and educators.
- Ignition sources and ventilation systems will be switched off if necessary.
- The manager and/or senior person on the premises at the time will discuss and put into action an agreed plan based on the information available from the emergency services.
- We will ensure that lockdown procedures are practiced on a termly basis and recorded, then discussed at team meetings. Parents will be notified of the practice.

Communication with parents

Any emergency situation which requires us to lockdown rather than evacuate will understandably be a frightening time for parents and guardians and therefore communication with them is paramount. In a lock down situation we will do this via mobile telephone if safe to do so. If not safe, and in agreement with the emergency services, we may use other forms of electronic communication such as email and Parent zone

- Parents/guardians will be informed that we are in lockdown and reassured that their child is safe.
- Where possible we will inform them of the expected time period of the lockdown, information that is available to us from the emergency services and our plans.
- Parents will be kept informed of the current position at agreed periods relevant to the situation. Parents are asked not to call the setting as this could jam

telephone lines meaning we miss vital information from the emergency services and as it will also take educators away from caring for the children.

- Parents are requested not to attempt to collect their child as to do so may put increase strain on the emergency services or putting themselves at risk.
- Once the all clear has been given or the emergency services inform us to evacuate to a safe area, parents will be contacted to collect their children.
- In situations where we are unable to communicate directly with parents/carers the advice is to tune to local radio for information or to contact incident helplines which are set up.

When any danger has subsided, the incident will be recorded in our major incident record. Details of the incident, the educators and children involved, and the action taken will be recorded. If necessary, the incident will be reported to Ofsted and other relevant agencies as required.

Arrangements for complaint

These are defined in the Bottesford Bunnies complaints policy

References to other relevant policies and procedures

- Complaints policy
- Fire procedure
- Health, Safety, Welfare & Hygiene policy
- Safeguarding policy

This policy has been adopted by Bottesford Bunnies on Thursday 28th February 2019 at the staff meeting by Owner, Manager, Deputy and practitioners.

Signed on behalf of the setting by:

.....Owner

Next review date February 2020

Reviewed and updated at staff meeting July 21st, 2021, by Director, manager and practitioners.

Next review date July 2022

Reviewed and updated at staff meeting September 28th, 2022, by Director, manager and Practitioners.

Next review date September 2023

Reviewed and updated at staff meeting July 11th July 2023 by Director, manager, Deputies and educators.

Next review date July 2024

Reviewed and updated at team meeting November 13th, 2024, by Director, Manager, Deputies and educators

Next review date November 2025

Reviewed and updated at team meeting December 17th, 2025, by Director, Deputy and educators.

Next review date December 2026.

