Deepdale
Pre - School

Emergency Plan

1. 1QUICK REFERENCE INFORMATION

Name Director	Kathy Hudson	
Location	Boston Spa Children's centre, Boston Spa, LS23 6AY.	
Type of setting	Pre-school	
Age range of children	2-5 years	
Name of manager	Becky King	
Number of staff	8 in total. Varies daily	
Number of volunteers/ Students.	N/A	
Normal Working hours	7.45am-3.30pm	

Emergency info	Name	Emergency contact No	Notes	
Manager	Becky King	07742151452		
Deputy Manager	Sarah Broom	07426323831		
Company Mobile		07854092616		
Company landline		01937 541188		
Designated Media spokesperson	Kathy Hudson Becky King Sarah Broom			

GRAB BAG LOCATION	ON TOP OF DRAWS IN MAIN SETTING
GRAB BAG CONTENTS	Whistle, Blankets, scissors, Role cards, Emergency contact list, building plans, Nappies, wipes, hi-vis jackets. First aid equipment. Pen. Torch. Keys for plant room, gates, etc

2. EVACUATION PLAN

Evacuation procedure

The signal to evacuate the building will consist of activation of the fire alarm system or in the event of this not functioning, the large bell will be sounded by a member of staff.

- The site evacuation will be commenced, and a nominated Fire Warden will collect the grab bag from the Top of draws in main setting and proceed to the Evacuation assembly point situated by the fence in the play park.

- The Manager on duty will supervise the orderly evacuation of the children and will ensure that the settings room and toilet area are 'checked' to be certain no staff, visitors or children remain left behind. Children are evacuated from the room between staff members (one leading and one at the end of the line) this will enable a staff member to confirm the room is empty when they leave. Confirmation of full evacuation will be communicated to the lead fire warden at the assembly point. This can then be communicated to the emergency services on their arrival.

- The manager or designated member of staff will contact emergency services and provide a phone number for return calls.

- The lead fire warden will check that registers and visitors' lists are reconciled.

- The manager or designated member of staff will contact parents to report the incident and inform them of the offsite evacuation arrangements.

- The manager or designated member of staff will contact parents to request collection of children at the earliest possible opportunity. The manager will advise parents where to collect their children.

- The manager will identify those children who are unable to be collected immediately due to parents having travel problems/restrictions.

3. LOCKDOWN PROCEDURES

'Lockdown' Of premises can either be FULL or PARTIAL depending upon the nature and severity of the perceived risk. The following scenarios could lead to the initiation of lock down procedures.

- Airborne hazard (e.g smoke plume, gas cloud)- Partial lockdown

- An incident in the community that is not of immediate danger but has the potential to develop into a tangible threat. (e.g loose dog, civil disturbance) – partial lockdown.

- A suspicious person in close vicinity of the premises who presents an immediate danger to children and staff (e.g carrying a fire arm) – Full lockdown

Important information	
Manager	Becky King
Signal for partial lockdown	Face to face conversation
Signal for full lockdown	Face to face conversation
Signal for all clear	Face to face conversation with manager or person in charge
Designated area for lockdown drill	Community centre TBC

PARTIAL LOCKDOWN PROCEDURE

On notification of an incident or suspicious occurrence in the vicinity, the manager will:

- Communicate the partial lockdown activation in the room and to all others in the building. Notification to trigger could be received for the police, or from vigilant members of the community, e.g. a local resident informing pre-school of a major fire in the vicinity.

- Ensure that all staff and children are safely within the building

- Ensure all external windows and doors are safely locked.
- Open up a channel of communication with emergency services and act upon their direction.
- Open up discreet communication between all staff in case situation quickly escalates.
- Dependant on circumstances, proactive phone calls will be made to parents to provide a reassuring update.
- On notification that the risk has abated, the manager will communicate the 'all clear'

FULL LOCKDOWN PROCEDURE

On notification of a suspicious person in close vicinity of the premises, the manager, will:

- Sound the signal for a full lockdown. Notification to trigger could be received from the police, or from vigilant members of the community.
- Direct staff to take children to our designated lockdown area and follow lockdown drill.
- Ensure all external windows and doors are safely locked.
- Open up a channel of communication with emergency services and act upon their direction.
- At a time that is convenient to allow staff to contact their next of kin to reassure them that the incident is under control.
- Open up discreet communication between staff to provide updates and further instructions.
- Depending on circumstances, communicate a reassuring update to parents but request that they do not attempt to pick children up until notified to do so. Promise to provide regular updates.

LOCAL EMERGENCY SERVICES

Service	Location	Telephone
Police	Emergency All stations	999 101 national non-emergency number
Ambulance	Emergency	999
Fire	Emergency	999
Floodline	Environmental agency	0345 988 1188
Hospitals	Harrogate 01423 885959 Leeds St James 01132432799 LGI 01132432799	
Boston Spa Surgery	01937 842842	
Bramham Surgery	01937 845854	
Boston Spa Children's centre	01937 841100	
Wetherby children's centre	01937 581102	

4. EMERGENCY COMMUNICATIONS PLAN

In the event of an emergency the manager must inform the Director of the incident
Kathy Hudson 07896281081
If the settings manager is absent in the event of an emergency the Deputy manager must inform the Manager.
Becky King 07742151452

In the event of flood, fire, building/construction damage: Managers should liaise with children's centre management to inform them of the incident.
Contacts:
Sharon House 07891270547
Laura Daniels 07712103070

Security services (Alarm) 0113 3760339

In the event of an evacuation the following phone number will be available for outgoing calls:

Deepdale Mobile: 07854092616

Please Note: Company mobile is to be kept charged and ready for use.

CONTACTING PARENTS

If a partial or full lockdown procedure is implemented, the manager will decide if the parents are to be contacted by phone or text.

If parents are to be contacted an allocated member of staff will call parents.

CONTACTING STAFF

The company mobile is to have all current staff numbers and their emergency contact numbers stored securely on the device.

DEALING WITH THE MEDIA

For an incident to attract media attention, it is most likely to involve the attendance of the emergency services. It is likely that an emergency services spokesperson will liaise with the media regarding the actual incident.

However, there will doubtless be interest in the underlying story, such contextual information is likely to be sough directly from our setting and directed to our Designated Media Spokesperson.

Persons responsible for communicating with the Media are:

Becky King	07742151542
Sarah Broom	07426323831
Kathy Hudson	07896281081

BUSINESS CONTINUITY ARRANGEMENTS

In the event that our premises are destroyed or badly damaged by fire, it is important to continue being able to access critical information. The chart below identifies where information is usually stored and where/how that information is backed up for access in the recovery period.

Type of record	Paper/electronic	Where stored	Back-up measures
Insurance	Paper	In office draw	Request copy from insurer
Financial Information	Paper Electronic	Office Lap top xero	xero
Medical information	Paper Electronic	Main setting Room Lap top	
Contact Information	Paper Electronic	Main setting Room Lap top	Lap top (word document)
Children's records	Paper Electronic	Main setting Word document	Lap top

MANAGERS ROLE

The Manager is responsible for:

- Liaising with emergency services
- Ensuring all staff, pupils and visitors are safely evacuated
- Ensuring all staff are following procedure laid down in emergency plan.

EVACUATION
On hearing the alarm, stay calm and establish the nature of the emergency.
Put on your hi-vis jacket, ensure that all staff have commenced evacuation procedures.
Contact emergency services giving as much information as possible regarding the incident and any issues the emergency services may encounter accessing the site.
Ensure a final check of the building has taken place.
Collect the daily register and take it to the evacuation meeting point
Exit the building and liaise with the fire warden at the evacuation assembly point. Establish that all children, staff and visitors are accounted for.
If not a drill, initiate your emergency plan and ensure parents are updated as appropriate.
Liaise with emergency services. Provide them with a site plan showing isolation valves and switches. Provide them with any further information on request.
If children are to be collected, identify those children who are unable to be collected immediately and make temporary arrangements for their supervision.

LEAD FIRE WARDEN ROLE

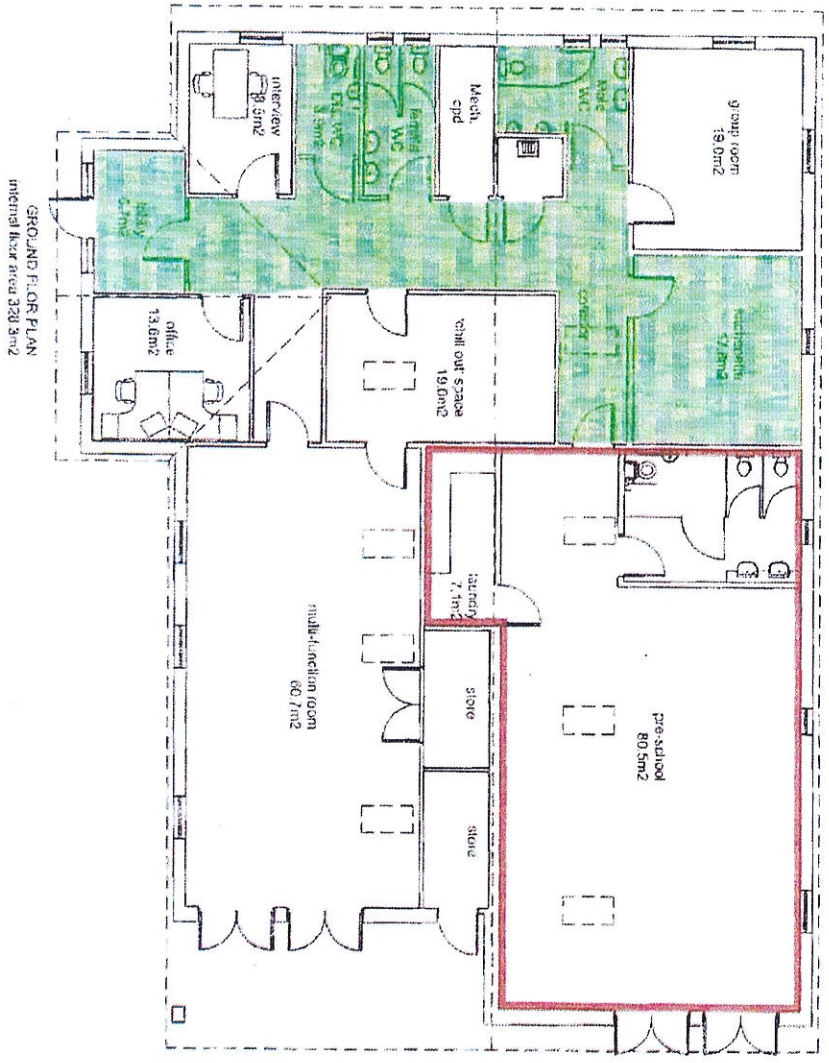
The lead fire warden has been trained in their emergency role. In an evacuation, they will be responsible for:

- Collection of the grab bag
- Leading staff, children, and visitors to the evacuation assembly point.
- Ensuring that all staff visitors are accounted for
- Reporting condition of building to emergency services.

EVACUATION
On hearing the alarm, stay calm and establish the nature of the emergency.
Collect the grab bag from the cabinet top and put on your hi-vis jacket.
Hand out laminated role card to the manager.
Lead staff and children to the Evacuation Assembly Point Be mindful of the needs of the children with regards to keeping warm and dry.
Liaise with other fire wardens to confirm check was completed, and all registers are checked against those present. Confirmation of an empty building can then be communicated to the fire/emergency services.
Liaise with the manager to confirm all present or to report missing persons.
Support the manager to arrange for the communication to parents to commence
If children are to be collected immediately, continue to monitor their welfare and also ensure a signed record is kept of staff to parent handover of children
Where it is not possible to return to the building, move the children to the emergency place of shelter?
Oversee the group management of children as they walk to place of shelter

LOCKDOWN (PARTIAL)
On notification of an incident or suspicious occurrence in the near vicinity, prepare to initiate lock down procedures.
Communicate the signal for a partial lockdown.
Ensure all staff and children are safely within the building.
Ensure all windows and doors are safely locked
Open up a channel of communication with emergency services and act upon their direction
Open up discreet communication between all staff in case the situation quickly escalates.
The manager will decide if the situation warrants parents to be proactively called to reassure them the situation is under control and there is no need for parents to collect their children. Communicate a reassuring update to parents but request that children are not collected.
When it is clear that the threat has subsided, the manager will communicate all clear.
LOCK DOWN (FULL)
On notification of a suspicious person in the close vicinity of the premises, the Manager will prepare to initiate a full lock down.
The full lock down will be communicated by the manager face to face with staff members.
Direct staff to take children to safe area (toilet area) and follow the lockdown drill
Ensure all windows and doors are safely locked
Open up a channel of communication with emergency services and act upon their direction
Open up discreet communication between all staff in case the situation quickly escalates.
The manager will decide when it is appropriate to call parents to reassure them that the situation is under control, and it is not possible (as it is deemed to be unsafe) for parents to collect their children. Communicate a reassuring update to parents but request that children are not collected.
When it is clear that the threat has subsided, the manager will communicate all clear.

DEEPDALE PRE-SCHOOL NURSERY
DEEPDALE LANE
BOSTON SPA
LEEDS LS23



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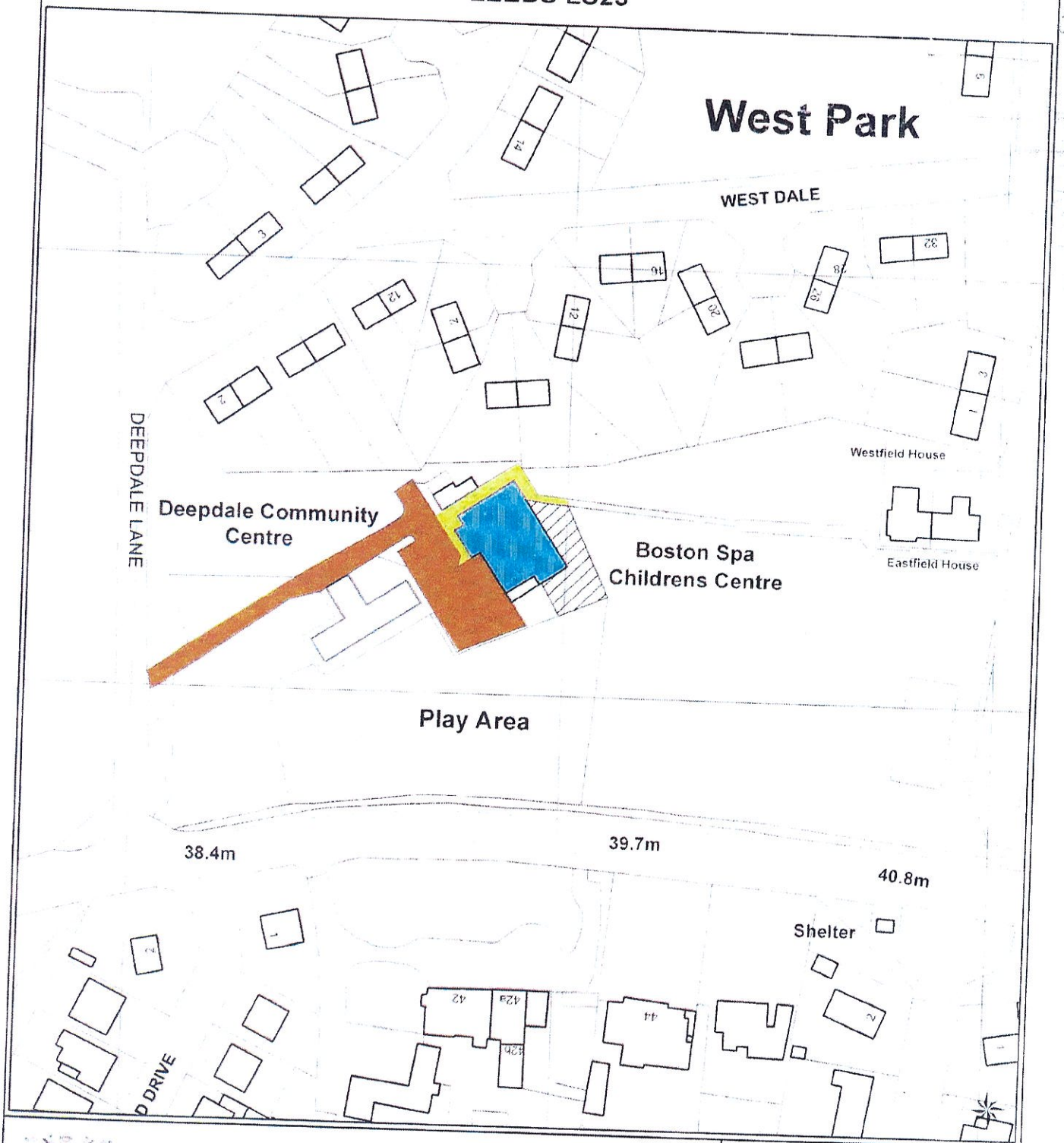
PLAN NO. 2

PREP BY	M. CHRISTIAN
DATE SAVED	17/10/2013
OS No	SE4245NW
SCALE	1:1.250
PLAN No	17391/B

Path: G:\PLANS AND PROJECTS\Land Records Plans\17300 - 17399\17391B Deepdale Pre Nursery LEASE Room layout

DEEPDALE PRE-SCHOOL NURSERY
DEEPDALE LANE
BOSTON SPA
LEEDS LS23



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PLAN NO. 1

PREP BY	M CHRISTIAN
DATE SAVED:	17/10/2013
OS No	SE4245NW
SCALE	1:1.250
PLAN No	17391/A

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