

FIRE SAFETY, EMERGENCY EVACUATION & LOCKDOWN

We ensure the highest possible standard of fire precautions are in place. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required.

Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'.
- The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
 - Our fire safety risk assessment focuses on the following for each area of the setting:
 - Electrical plugs, wires and sockets.
 - Electrical items.
 - Gas boilers.
 - Cookers.
 - Matches.
 - Flammable materials – including furniture, furnishings, paper etc.
 - Flammable chemicals.
 - Means of escape.
 - Anything else identified.

Fire safety precautions taken

- We ensure that fire exits are clearly sign posted, never obstructed and easily opened from the inside.
- We ensure that firefighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building – the cloakroom, classroom and kitchen and are checked annually.
- Records kept of the servicing of fire safety equipment (See Health & Safety Folder).
- We have all electrical equipment checked annually by a qualified electrician. Records kept of the checking of electrical equipment (See Health & Safety Folder). Any faulty electrical equipment is taken out of use and either repaired or replaced. We ensure sockets are covered.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises by the main fire exit doors
 - explained to new members of staff, volunteers and parents; and
 - practiced regularly, at least once every six weeks.
- Records are kept of fire drills.
- Smoking is not allowed on the premises or outside in the immediate vicinity.

Emergency evacuation procedure

Please see 'Rainbow Pre-school Emergency Evacuation Procedure' which takes account of the following: -

- How children and staff are familiar with how we raise the alarm if there is a fire
- How the children, staff and parents know how we exit the building
- Staff roles and responsibilities particularly regarding checking the building and picking up the phone, register and emergency contacts book and when appropriate back door key
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

Fire drills

We hold fire drills termly and record the following information about each fire drill in the Fire Safety Log Book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

Lockdown

The lockdown procedure noted below will be used to ensure the safety of children, parents and staff in the event of a local threat or emergency situation which takes place outside the classroom which would necessitate the classroom being used as a place of safety - 'lockdown'. This could be because of a dangerous dog on the loose, an armed adult or environmental hazard such as noxious fumes.

The setting can keep up to date with terrorist threats or get information and advice on local issues by:

Checking the current status on the MI5 website

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

LOW means an attack is unlikely.

MODERATE means an attack is possible but not likely.

SUBSTANTIAL means an attack is a strong possibility.

SEVERE means an attack is highly likely.

CRITICAL means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and **report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.**

For **non-emergency calls to the police, call 101.**

For more local information & advice about managing a range of issues that may be prevalent in our area the Kent police website www.kent.police.uk can be checked.

Follow any advice for managing emergency situations issued by Kent County Council.

Being Prepared

The staff will be asked about the 'lockdown' procedure when doing the fire drill and that this was done will be recorded in the fire drill log book. When appropriate the 'lockdown' can be rehearsed with the children in an age appropriate way.

Emergencies numbers list to be placed in register for reference.

Lockdown Procedure

If an emergency happens the manager will act quickly to assess the likelihood of immediate danger. In most cases the assumption should be that it is safer to stay put and place the setting into 'lockdown' until the emergency services arrive.

The manager will make staff aware where children should congregate – the deputy will ensure that any children playing outside are called in and the back door locked. Once all the staff and children are in the safe area the staff will be responsible for a small group of children. This will be particularly important if the children then need to be evacuated. Please remember to take the register if moving from the classroom, together with any medication which may be needed. Lockdown will finish only when emergency services advise that the threat has been dealt with and it is safe to allow the children to go home.

As soon as 'lockdown' is announced the children that are outside should be called indoors. All exit doors are to be locked, in particular need to check back door is locked from outside so no-one can gain access from outside. The classroom is probably the safest area to congregate in, but the store cupboard and the staff toilet may also be used as safe areas depending on nature of the threat.

The door between the cloakroom and classroom should be closed to restrict view of children from outside.

Children and staff to stay away from windows and doors. Stay low and keep calm.

If not acting on emergency services advice the police will be contacted by phoning 999 to inform them of the emergency and Coolings telephoned to advise of the situation in case they need to take action too.

Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Do NOT make non-essential calls on mobile phones or landlines.

Do NOT open the door once it has been secured until you are officially advised 'all clear' or are certain it is emergency services at the door.

Tune into a local TV or radio station for more information or access their websites.

As soon as the emergency services arrive it is essential staff comply with instructions at all times.

Managing parents

In the event of an incident it is inevitable parents will want to come to the setting and collect their children immediately. They must be discouraged from doing so, until the emergency services give the all clear. Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police. It will be made absolutely clear to parents that we will be acting on the advice of the emergency services at all times.

With regard to getting information to parents during 'lockdown', we will use the existing systems in place for sending group messages, such as our facebook & Instagram page and e-mails. Parents will be discouraged from ringing us directly for further updates during 'lockdown'; it will be vital our phone lines remain clear. Parents will also be made aware that they should not attempt to collect their children until the threat is resolved.

Suggested wording for message to parents: *Due to an incident we have been advised by the emergency services to secure the premises and stay put until we are given the 'all clear'. Please do not attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be. In the meantime, we need to keep our telephone lines clear and would appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.*

Following the lockdown

Co-operate with the emergency services to help in an orderly evacuation.

Ensure you have the Register and children's details with you.

Any staff or children who have witnessed an attack or incident will need to tell the police what they saw.

The police may require other individuals to remain available for questioning.

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