

## Woodcote Pre-School Group CIO

### Fire Drill, Evacuation and Lockdown Procedure

#### Fire Drill

- Whenever a Fire Drill is taking place, it is up to the person in charge of the pre-school to inform other users of the Village Hall, e.g. volunteers, groups etc. that this will be taking place using the fire bells. The users should be advised of the planned time and procedure of the drill.
- The person in charge is to set off one of the fire alarms.
- The person in charge should evacuate themselves and the children through the nearest and/or safest fire door.
- The person in charge should check the committee room, disabled toilets, pavilion toilets, main hall, function room and function room toilets, then collect the register and mobile phone and evacuate through the pavilion room fire door.
- All staff and children should assemble on the recreation ground, away from the building, adjacent to the pavilion room fire door.
- The register should then be taken, and a head count should be completed to tally with the register.
- Once this has been satisfactorily completed, all staff and children may return to the building through the pavilion door.

Records of all fire drills are kept and must include:

- Date and time of the fire drill
- Duration of the fire drill
- Any problems that delayed the evacuation
- Any further action to improve the fire drill procedure

#### Fire Evacuation Procedure

If the fire alarms go off or a fire is spotted, the fire drill procedure will be implemented.

- The member of staff in charge, must get another member of staff to call the emergency services immediately, giving the full address and postcode of the pre-school. These details can be found on the door, next to the telephone.

- If it is safe to do so, the person in charge should check the committee room, disabled toilets, pavilion toilets, main hall, function room and function room toilets, then collect the register and mobile phone and evacuate through the pavilion room fire door.
- All staff and children should assemble on the recreation ground, away from the building, adjacent to the pavilion room fire door and await the arrival of the Emergency Services.
- Staff will then take the children to Woodcote Primary School, where parents will be informed and asked to collect their child/ren.

### **Lockdown Procedure**

We recognise the potentially serious risks to children, staff and visitor's in emergency or harmful situations. A lockdown may take place when there is a perceived risk or threat to the pre-school, its staff, children, visitors or property.

Where possible, we will act to ensure the safety of all personnel in the setting in the following situations:

- In the event that an unauthorised person(s) considered dangerous, are on the pre-school grounds.
- In instances including domestic breakdowns where estranged parties are attempting to abduct children.
- In instances where personnel, students, volunteers or staff from within the setting become a threat to the well-being of others.
- In emergency situations within the environment of the setting where there is a potential risk from spills or poisonous fumes.

**A lockdown will be initiated by a continuous ring of our whistle.**

The lockdown procedures will be practiced from time to time to ensure that staff and children are familiar with them.

### **Practices and Procedures**

We will, where possible, follow the **CLOSE** procedure.

Close all windows and doors.

Lock up.

Out of sight and minimise movement.

Stay silent and avoid drawing attention

Endure. Be aware that you may be in lockdown for some time.

**The following steps provide guidelines for staff, children and visitors in an emergency situation:**

1. On hearing the lockdown signal the pre-school manager or deputy manager will call for assistance using 999.
2. Staff will lock the front door, ensure all fire doors are secured and close all internal doors.
3. Continuous whistle blowing will signal lockdown procedures to take effect immediately.

### **In the Setting**

Upon hearing the lockdown signal, these steps will be followed, where possible:

1. Staff will guide all children inside if playing outside.
2. Staff will secure all windows and doors.
3. Staff will instruct the children to move to either the function room, the cupboard under the stairs or the committee room. This instruction will be dependent on the location of the threat.
4. Staff will collect the medical box, register and mobile phone.
5. Staff will carry out a headcount immediately and call the register.
6. Staff will constantly supervise, ensuring that everyone remains out of sight and are sitting quietly.
7. No-one should leave the chosen safe place during a lockdown procedure.
8. Remain in lockdown until the all-clear has been given by the police.

After the danger has passed, we will inform all parents, guardians and Ofsted.

**This Policy has been reviewed and agreed by the Woodcote Pre-School Group CIO Management Committee.**

**Last Updated: March 2021**