

Emergency Plan Description

In the event that an emergency situation cannot be contained, it may be necessary to fully evacuate the Nursery. Complementary to the Nursery's Fire Safety Arrangements, an Emergency Evacuation Plan will make specific your post incident arrangements for the ongoing safety of the Nursery children and staff.

Associated Hazards

- *Fire and explosion*
- *Flood*
- *Bomb threat*
- *Catering disruption*
- *Failure of gas supply*
- *Disruption of electrical supply.*

Employer's Responsibilities The Lodge Pre-School & Nursery will:

- Carry out a risk assessment to identify situations that may cause injury, loss of life, destruction of property, or cause the interference, loss or disruption to normal business operations to such an extent it poses a threat
- Develop local protocols and provide written procedures for full evacuation of the premises
- Undertake emergency practice drills
- Ensure that emergency routes are clearly defined, kept clear and well-lit, and that there is suitable access for emergency services
- Assign key post holder responsibilities for dealing with the emergency, ensuring that responsible people are trained and competent in their role
- Arrange, where required by risk assessment, a formal agreement with a nearby facility, to provide temporary shelter until such time as suitable alternative arrangements can be made
- Ensure that any equipment used as part of the emergency plan such as communication systems, first aid, fire and rescue equipment are maintained and that persons are trained and competent in their use Copyright Citation Ltd Version 3.0 65
- Provide information, instruction and training to staff and contractors on the emergency arrangements including escape routes, muster points (and alternative muster points used in the event of a bomb threat) and shut down procedures etc.
- Develop a strategy for dealing with the media

- Liaise as necessary with parent/guardians, external emergency services, local authorities, and any other relevant authority regarding the emergency plans

- Provide debriefing sessions and arrange where required, post incident support for staff.

Staff Responsibilities Staff will: -

- Attend training in the actions to be taken in the event of an emergency/ emergency evacuation

- Immediately raise the alarm on discovering an emergency situation

- Co-operate and follow directions of responsible persons in order to comply with emergency procedures

This policy was adopted on	Signed on behalf of the nursery	Date for review
19/05/2021	<i>Natasha Eftekhari</i>	19/05/2022