**EMERGENCY PLAN**

**Phones for emergency**

Access within Pre-school to a phone is available at all times in the office on the landline or work mobile phone.

If off site the leader of the group will have access to their own personal mobile or the Pre-school mobile which is used for emergency only – no photos or videos will be taken on this whilst accompanying the children only to be used for emergency phone calls.

Parents will be given the number of the emergency phone prior to leaving the setting and the leader will also have a list of telephone numbers for parents in case of emergency off site.

Pre-school mobile will be registered with 999 text service in case of poor signal within the village on trips.

**Fire Escape**

All emergency exits from the preschool shall be clear and available for use at all times. In case of a fire the Pre-school will be immediately evacuated from the nearest exit point by the person responsible within each room. The meeting point for the Pre-school is in the top corner of Candys field by the tennis courts. The staff member inside the buzzard room once having cleared the rooms down handed over the children to the outdoor staff member, will then check the toilets are clear and close internal fire doors to the foyer.

The children’s register will be collected by the rainbow room staff member alongside the visitor register and staff signing in board and will be handed to the leader out at the meeting point.. If no phone is available the nearest phone point is in the primary school at the opposite end of Candys field – if there are any flight risk children the group will reconvene at the enclosed play park until is is safe to return to the building. If return is not possible parents will be called to collect children

**Key points**

•Register (blue board/staff board/visitor log) – collected by rainbow room indoor staff member

•Room check – staff inside each room

•Toilet check – Buzzard Room indoor staff member once room cleared to outdoor staff member

•Fire door close – checked by staff in each room as they exit

•First staff member at gate – count out all the children

•Fire Officer – final person to leave will double check office/kitchen/rooms and toilet clear and grab any left registers and close external fire doors

•Upon return the Fire Officer will count back into site all children

(Fire Officer will be Claire Foster and in her absence Vicki Drinkwater)

**Emergency First Aid**

In the case of a major first aid incident a trained first aider will assess the situation and administer emergency aid as per protocol procedures from training – for safeguarding all regular staff will have in date training. Other children will also be safeguarded throughout the incident as will all visitors and staff on site. Any incident resulting in need of an ambulance will be reported to DCC and Ofsted as required and will be written up as per incident/Accident procedures.

The nearest AED (defibrillator) is stored at the village hall on its external wall opposite the tennis courts. The code for access is C999 and if accessed there will be a shrill alarm sounding for the duration of the door being open. If in the village in Lympstone there is also an AED outside the village shop opposite the swan public house – this device has no access code.

If on excursions from site the leader will carry portable emergency first aid kit, phone and bottle of water for any emergency use.

**Emergency Lost Child**

At the point a child is realised to be lost a quick headcount then full register will be taken by a member of staff while other adults keep remaining children safe and check and secure all rooms and exits thoroughly. If the child is not found a wider search of the outside environs of the Pre-school will be conducted. At this point the responsible carer will be informed by telephone and the police informed with a description of the child.

If possible an adult shall drive a car around the village to search.

A report of the incident should be reported to Ofsted immediately

**Severe or Adverse Weather Conditions**

The Preschool will make every effort to remain open whenever possible.

Please read our separate adverse weather policy which we will be following to ensure the safety of staff and children is paramount at all times.