# **Logo  Description automatically generatedEmergency Procedures and Emergency plan**

At Lympstone preschool our priority is the safety and well-being of our children and staff.

We have stringent security measures in place: Security fencing surrounding the whole site which is only accessed using the keypad on the main gate. External doors are double locked and internal doors also can be double locked. CCTV which is monitored whilst the office is manned.

**Procedure in case of the unlikely case of a terrorist attack or attempt to access preschool by unwanted individual.**

In the event of an attempt to access the preschool by an unwanted intruder we will;

• Ensure all children and staff and adults are immediately brought inside all doors will be locked, windows shut and blinds pulled down.

• 999 call placed to the police, and if possible a call will be made to the Guardroom at CTCRM as they have a regular patrol and security operation in place for the families residential patch which is across the field from the preschool. Guardroom Number – 01392 414038.

• If the perimeter fencing is breached we have no rooms without window or door access other than the storeroom. This would be an absolute last resort as the room comes with it’s own risks and has extremely limited space. The room can be double locked from inside. We would ensure that there is an active mobile phone in the room and await the arrival of emergency service support.

**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 offsite 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.

If no phone is available the nearest phone point is in the Lympstone primary school, School Hill.

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.

If there are any flight risk children, the group will reconvene at the enclosed play park until it is safe to return to the building. If return is not possible parents will be called to collect children.

**Key points**

•Register – collected by nominated person

•Room check – nominated person on board

•Toilet check – Nominated person

•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 close external fire doors

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

(Fire Officer will be Katharine Grabke and, in her absence, Charley Martyn or Tracey Mackie within wrap around provision)

**Emergency First Aid**

In the case of a 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 and any medication required for an individual, 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.

Adopted by Lympstone Preschool Committee Date 25/09/2023