# Stratton Playgroup

**Emergency Evacuation Procedure**

In the event of an emergency, real or practice, ***all*** adults and children must follow this procedure.

A practice evacuation will be carried out at least once each term.

* The signal to begin evacuation is an ***alarm/whistle*** being sounded.
* All adults and children must stop what they are doing ***immediately****,* listen to instructions and ***walk*** to the nearest fire exit, as instructed.
* Do ***not*** stop or go back to collect coats or belongings.
* A member of staff will open the door or gate and lead the way to the assembly point, which is the ***back fence of the primary school playground.***
* Staff will bring out the children.
* Staff and children who are outside should exit ***via the gate*** and walk through the school car park to the assembly point. A member of staff must ensure all areas of the outdoors are clear.
* The session ***supervisor*** will then check the whole building & playground for any remaining children and bring the ***register*** and a ***phone*** out.
* The register will then be taken to account for everyone.
* In the event of a **real** emergency, a member of staff will phone the emergency services and everyone will be escorted to the primary ***school hall*** by the staff.
* When it is known to be safe the ***supervisor*** will lead the way back inside, conducting a ***headcount*** as everyone re-enters the building.
* A member of ***staff*** will follow at the rear, ensuring everyone returns into the building and the door is securely closed.

A written record will be made of the evacuation drill. This will include the date and time of the drill, names of all those taking part, how long the procedure took and any issues encountered.

Please remember that as adults it is all our responsibilities to be familiar with the whole procedure and to maintain a calm, caring, reassuring manner. Young children can be very frightened by unfamiliar circumstances and will require our support.

# Stratton Playgroup

**Emergency Lock-In Procedure**

In the event of an emergency, real or practice, ***all*** adults and children must follow this procedure.

A practice lock-in will be carried out at least twice a year.

* The signal to begin lock-in is an ***alarm/whistle*** being sounded.
* All adults and children must stop what they are doing ***immediately****,* listen to instructions and ***walk*** to the nearest designated area, as instructed.
* The manager or lead will secure all doors and windows; call the emergency services (999), also informing the Primary School if necessary; and pick up as many tablets as possible, to take into a designated area, and bring the ***register*** and a ***phone***. The iPad’s will be used to send emails and texts to families, keep up to date with any information and keep the children entertained.
* The Text Local ID and Password is inside the front of the register on a sticker so, the supervisor can text parents/families
	+ Stay away from windows and doors.
	+ Stay low and keep calm, it might be an idea to rehearse this with children in an age-appropriate way, in the same way that you would rehearse fire evacuation.
	+ Do NOT make non-essential calls on mobile phones or landlines; and await further instructions from the emergency services.
* If a smoke alarm is activated, the session lead would go to investigate, other staff would remain where they are and await further instructions from the session lead / emergency services.
* Be alert.
* 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. This is another element of your ‘Lock-In’ procedure that **can** be practiced in an age-appropriate way with the children to avoid them becoming anxious when staff do not respond to the doorbell in the usual way.
* Do NOT assemble in large open areas.
* Do NOT call 999 again unless you have immediate concern for your safety, the safety of others, or feel you have critical information.

Following the Lock-In

* Cooperate with emergency services to assist in an orderly evacuation.
* Ensure that 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.

A written record will be made of the lock-in drill. This will include the date and time of the drill, names of all those taking part, how long the procedure took, and any issues encountered.

Please remember that as adults it is all our responsibilities to be familiar with the whole procedure and to maintain a calm, caring, reassuring manner. Young children can be very frightened by unfamiliar circumstances and will require our support.