

# Fire Drills, Bomb Threats and Lock-downs

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The safety of the children and staff at the Gooseberry Bush are paramount and evacuation would only be done in an emergency. Therefore in case of any threat to the children in our care, the Gooseberry Bush Day Nursery will implement one of the following procedures:

*Please see footnotes for 'Meeting Points'.*

## **In the event of a Fire:**

### **1. Evacuate the building:**

On the sound of the fire alarm, the person in charge of the room will calmly gather all children at the conservatory doors to the play area and a head count will be carried out before departing the room.

Children who are asleep will be woken and, if staff ratios allow, the children will be carried out to the meeting point. Staff will take the daily register + evacuation bag with them.

Reception staff will be deployed to the baby room or toddler room to help carry the children out quickly.

The main receptionist is responsible for collecting the Staff, Visitor and Student/Volunteer Sign-in Books, the Emergency Contact numbers for parents and the computer back-up. They are also responsible for sounding the air-horn in the garden, to alert anyone outside, before joining the nursery at the first meeting point.

### **2. All gather at first meeting point:**

The nursery playrooms will stand together and registers taken for children, staff, visitors and students. Each senior staff member (Room Leader) would be in charge of reporting to the manager that all persons are here.

A member of the management team who has fire warden training will be the last person to check the whole nursery before joining groups at the first meeting point.

Should the fire itself become a considerable threat to Rosemellin Primary School, the GBDN will then evacuate with school to the second meeting point, Boilers Work County Hall.

## What to do next?

- If the school is not compromised the children would be taken to the school hall and made to feel as comfortable as possible.
- Access to a computer would be sort and from the back up disks phone numbers of the parents, carers and emergency numbers called. The chairman of the committee would now be informed.
- Parents would be expected to collect their child as soon as possible from the school. The signing out system would still be used as this is our registers.

### **Gilly's Café, Play Station and the Honey Jar:**

The fire alarms for each building are separate - this means that should the fire alarm go off in the Main Nursery Building, the Honey Jar and other buildings would not evacuate, unless the fire is substantial enough to warrant complete premise evacuation.

## In the event of a Bomb:

On the occasion of a bomb threat, the nursery would evacuate as above. A member of the management team will also inform Rosemellin Primary School, and the Police.

The recipient of the call would complete a Bomb Threat form, which is kept in both offices on the Notice Boards. Following point 2 of 'In the event of a Fire:'

### **3. Evacuate with school and all gather at second meeting point:**

Once registers have been taken for both GBDN and RCPS, and all staff and children are accounted for, we will then evacuate together to the second meeting point.

Parents will then be contacted via the emergency contact numbers to collect their children.

## **The Manager to phone the Fire/Police: 999 or 112**

## In the event of a Lock-Down:

This differs from our emergency evacuation procedures in line with a Fire or Bomb Threat, as during a Lock-Down, no one leaves the building.

In the event of an incident, whether occurred by a threatening phone call or action by a member of the public, the nursery will initiate 'Lock-Down'.

### **1. Initial actions:**

The office staff are most likely to encounter a 'threatening incident worthy of lock-down' before anyone else in the nursery. Should this happen, whether it be a phone call or attacker, the office staff will do as follows:

- **Collect the Cordless Phone**
- **Attempt to close the sliding window, and the regular window, to the best of their ability\***
- **Lock the office.**
- **Inform Management immediately**

Should the threat come from another angle of the nursery, such as through the back garden, staff will immediately enact "2. Lock-Down" and inform Management immediately so the nursery can initiate Lock-Down.

## **2. Lock-Down**

Once all rooms are informed of a Lock-Down, the room staff will calmly organise the children as quickly as possible. Any staff or children outside will be brought inside (not in the conservatories).

- **Room staff to secure doors & windows**
- **Close curtains and blinds, where possible**
- **Take registers**

Once registers are taken and all children accounted for, staff will take children to the following locations:

- Piglets to move to Pooh Bears
- Pooh Bears to stay in main room
- Eeyores to stay in main room
- Little Tiggers to move to Big Tiggers
- Big Tiggers to stay in main room
- Main Office & Management to move to Eeyores or Pooh Bears
- Staff Room to move to Big Tiggers, or if possible, to staff's own rooms
- Focus Group & Rabbits to use Honey Jar toilets
- Kitchen, Café or Customers to move to Toilet Area.

Should any visitors be in the nursery, the staff will take the visitors with them as part of Lock-Down.

## **3. Silence**

At no point should staff or visitors make any calls on mobile phones, digital devices, landlines, or use any social media to inform anyone, except the police, of the situation. This is to prevent panic.

If the fire alarm is activated during Lock-Down, staff and children will remain where they are and await further instructions from management and emergency services.

Should a fire occur in any of the childcare rooms, staff and children will move into the next available room following usual fire procedures.

## **4. DO NOT ...**

- 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.
- Do NOT travel down long corridors.
- 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.

## **5. Following the lockdown**

- Co-operate with the emergency services to help in an orderly evacuation.
- Ensure 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.

## 6. Once the danger has passed

### Managing parents:

When we are completely sure the danger is over, we leave our safe place and continue our activities as best as possible. The management team will inform parents of the incident is inevitable parents will want to come to the setting and collect their children immediately, they must be discouraged from doing so, until the emergency services give the all clear.

### Suggested wording for message to parents:

*“Due to an incident at nursery, we have been advised by the emergency services to secure the premises and remain inside until we are given the ‘all clear’. Please **do not** attempt to collect your child until it is safe to do so. We will let you know as soon as we are able when that is likely to be.*

*In the meantime we need to keep our telephone lines clear and we appreciate your cooperation in not calling unless it is absolutely vital that you speak to us.”*

Even then, depending on the severity and type of incident, children may need to be checked by medical teams or questioned by the police.

It must be made absolutely clear to parents that we will be acting on the advice of the emergency services at all times.

With regard to getting information to parents during 'lockdown', we use the existing systems we have in place for sending group messages, such as social media, text, emails.

### Records:

Records will be made of the event and actions will be recorded in our incident book. Ofsted and early years will be informed within 24 hours of the incident happening

### Threat levels:

Threat levels are designed to give a broad indication of the likelihood of a terrorist attack.

**LOW** means an attack is unlikely.

**MODERATE** means an attack is possible but not likely.

**SUBSTANTIAL** means an attack is a strong possibility.

**SEVERE** means an attack is highly likely.

**CRITICAL** means an attack is expected imminently.

Members of the public should always remain alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti-terrorist hotline: 0800 789 321.

For non-emergency calls to the police, call 101.

\*Should an individual be attempting to enter the building, without prior warning, by climbing through the office window, it would endanger the office staff to attempt to close said window. Their priority in this situation is the cordless phone and to lock the office door, preventing the intruder from entering the nursery any further.

Should the nursery have prior warning to a threat (for instance, a phone call), the office staff should notify management immediately, and try to close all windows at the front side of the building if possible, ie. The office windows, kitchen windows and staffroom windows.

## Fire Drills:

The Gooseberry Bush has 3 buildings - Day Nursery, The Honey Jar, and Gilly's Café - Each building has separate fire drills and procedures, unless all buildings are compromised.

### In the event of a fire breaking out in the nursery and on the sound of the fire bell:

- Staff will gather the children by the double doors in each room.
- If outside playing children will gather by fencing in their own playgrounds.
- Once a head count has been done and the room has been checked children will be led, holding the evacuation rope, to the emergency evacuation point.
- The babies and younger toddlers will be taken out in prams or evacuation cots.
- The baby room exits from their conservatory to the front of the building across the carpark to the school playground.
- Once here the register will be called for both staff and children.
- Wait for further instructions from the manager.

### Staff to take with them:

- Daily register with times of children entering and leaving the nursery.

## Administration and General Staff

### These staff will, on the sound of the bell:

- Report to either the baby OR toddler room to help carry children.

### Office staff to take with them:

- Computer backup
- Staff, visitors and students signing in books
- Emergency Contact Numbers for parents

The manager or deputy, in the manager's absence, will be the last to leave as all rooms will be checked before joining the group on the school playground. If the fire spreads children will be taken to the school hall. Please refer to our emergency evacuation procedure.

**If school is affected**

If the school and nursery need to evacuate the grounds then all persons should evacuate the building following the normal procedure into the playground. Once the Manager and Headteacher is satisfied that everyone is accounted for, all groups should walk their children in an orderly line to the Kingdom Hall in Boilerworks Road.

In the case of this emergency the Manager is responsible to inform Children, Schools and Families of the situation.

**Emergency numbers:**

- 999 Emergency services Fire/ Police/ Ambulance
- 0300 1234 212 County Hall main switchboard
- 0300 1234 101 Children, Schools and Families
- 07595 917461 Manager (Claire Buscombe)
- 07946379531 Head Teacher mobile (Nicki Finn)
- 01209 215960 Chairman Nick Lake Mobile - 07865 064673
- 01872 275421 Radio Cornwall
- 01209 314400 Reception Pirate FM
- 01872 554400 Heart Radio

**Kingdom Hall Contacts**

- Adrian Roberts- 01209 714071 (H) 01872 327376 (W) 07775 881080
- Brian Roberts- 01209 716458 07776 075489
- Anthony Freeman- 01209 714071- 07857 630734
- Peter Clemo- 01209 715771
- Alfred Heath- 01209 712134

The manager would report to the fire brigade, Chairman and parents. Reports would be written up and depending on the situation when we could go back to the nursery.

If a major incident had occurred parents would be telephoned and informed as soon as possible about the next or couple of days.

This policy was ~~created~~ last reviewed by the GBDN on: 29/10/2018

Reviewed on: .....

Reviewed on: .....

Signed by the Manager, on behalf of GBDN: *C. Buscombe*

Footnotes:

- "First Meeting Point" is Rosemellin Community Primary Schools' Playground.
- "Second Meeting Point" is Kingdom Hall of Jehovah's Witnesses, Boilerworks Road, Camborne, TR14 0AP.