

## Fire and Emergency Procedures Policy

Kingsland Prep-Prep named Fire Officer: Miss Venetia Douglas-Riley (Administrator)  
 Emergency exits and fire/emergency procedures are clearly displayed around the setting on each floor. Our daily Information guide includes information for new parents on our Fire and Emergency procedures and this policy can be accessed at any time via the Parents Portal in our website. During the induction training, staff are made aware and familiar with all the means of escape (fire exits) throughout the school and Emergency procedures.

### Fire Drills

These take place on a monthly basis. The location of the 'fire' will be organised by the setting's Fire Officer and recorded in the 'Fire & Emergency book'. The Head Teacher will take with him the Emergency Contact list, Attendance Registers/Signing-in sheets to make sure everyone has abandoned the premises. Fire drills are intended to ensure that those who may be in danger act in a calm and orderly manner and to practise escape routes in accordance with our predetermined Emergency Evacuation procedure.

### Fire Alarm & Emergency Lighting

Must be checked daily on arrival by the Fire Officer to comply with Buildings Insurance. Fire alarms will also be tested weekly by the Fire Officer and logged in our 'Fire & Emergency book'. Our Fire alarm is linked to the Fire Brigade.

Emergency lights will be checked on a monthly basis and logged in our 'Fire & Emergency book'.

### Fire Exits

The Fire officer will check all fire exits daily on arrival.

### Fire Extinguishers

Must be checked yearly by the contracted company to comply with Buildings Insurance.

### Fire Fighting

Staff should be aware of the position in the buildings of all fire extinguishers. UNDER NO CIRCUMSTANCES MUST A PERSON ENDANGER THEIR OWN LIFE OR THE LIVES OF THE CHILDREN. Note the evacuation of children is to take priority over the use of fire extinguishers. For training and more information on how to use fire extinguisher watch: <https://www.youtube.com/watch?v=oVnLHgIXEO8>

Just for your information, if it is appropriate to use a fire extinguisher in the event of a fire:

	Water	Should only be used on solid (class A) materials eg. Wood, paper, textiles, plastics...
	Foam	Suitable for use in Class B liquids e.g. petrol oil, diesel, etc and class A fires.
	Dry Powder	Suitable for use on (class c) gases and L.P.G. also class A and class B fires and electrical hazards.
	Carbon Dioxide	Suitable for use on electrical hazards and class B
	Wet chemical	Should only be used on cooking oils/fats

# KINGSLAND

## P R E - P R E P

### Emergency Evacuation Procedure

If the school building has to be vacated for fire or other contingencies such as gas leaks or bomb alerts, the children will be evacuated using standard Fire drill as planned below. If there is a chemical attack, everyone will remain in the building, shut all the windows and doors and await instructions from the police.

Specific arrangements must be pre-planned during Fire Drills for children and staff with additional needs and who might need support in leaving the building. See Disabled Evacuation for more information.

### **Staff**

In the event of a fire (or on hearing the fire alarm).

- CLEAR THE BUILDING: All children and adults must respond immediately and leave the building through the nearest safe exit. Staff are to assist children remain calm and ensure they are reassured.
- It is the first duty of all concerned to prevent injury or loss of life. Staff should be evenly distributed throughout the group. There should always be a member of staff at the front and one at the back of the group. Staff will check toilets and corridors on their way out to make sure that no one gets left behind. Staff must ensure that a member of staff checks each floor is cleared.
- SCHOOL MEETING POINT: Lamont Passage Road (behind KPP building)
- In the event that all staff and children need to evacuate the premises where Lamont Passage Road is not safe, the meeting point will be our sister school, **Chelsea Pre-Prep St. Andrews church Park Walk SW10 0AU**, this is known as the PARENTS MEETING POINT.
- Do not stop to collect belongings, exit the building immediately.
- Do not go back into the building until is deemed safe.
- Staff to headcount the children in their care, alerting the Head Teacher if any are missing.

IF THE FIRE IS VISIBLE DO NOT TAKE THE CHILDREN PAST IT BUT EXIT THE BUILDING BY THE NEAREST SAFE EXIT.

### **Administrative Staff**

Although our panel will automatically call 999, all outbreaks of fire or any suspected fire, however small, should be reported immediately to the Fire Service on the emergency number 999 by the quickest means available (Administrator and Head Teachers will generally be near the phone).

### **Head Teachers**

The Head Teacher will take with him/her the Emergency Contact list, Attendance Register/Signing-in sheets and Visitors book to make sure everyone has abandoned the premises (if Head Teacher is not in the office then the Administrator will take them as will generally be near them).

Parents will only be asked to pick up their children at the appropriate Parents assembly point if it became evident that it is not possible to come back to the setting.

NB. Should there be special occasions such as Christmas where parents visit the nursery for a special event, the event is to have a suitable and sufficient risk assessment carried out. If the ground floor occupancy needs to be increased, there will be persons appointed as Fire wardens positioned next to the main entrance and instructed to hold open door fully in the event of an evacuation to enable escape to be made. See our 'Hazard Assessment and Fire Plan' for more information.

## **Disabled Evacuation**

Risk assessments will be carried out on all disabled people or children who might need additional support to ensure safe evacuation and a Personal Evacuation Plan adhered to. As general rule (e.g. for visitors), escape will be available on the ground floor either directly to the corridor or between classrooms via the interconnecting openings. The rear exit from the ground floor is provided with a step. The ground floor is subdivided by 30 minutes fire resistance along the corridor and the office wall, doors within the line of separation are 30 minute fire resistant which enables the disabled person to wait behind with the nominated member of staff who will look after him/her whilst all the other children and staff evacuate the building first. Staff will be provided with training on the disabled evacuation plans biannually or as soon as a new personal evacuation plan is needed.

## **Other incidents**

All incidents will be managed by the Head Teacher (Deputy if absent) and all staff will co-operate with any emergency services on the scene. Any other incident that requires evacuation (e.g. gas leak) will follow the Emergency Evacuation procedure as above. Other incidents e.g. no water supply will be dealt with on an individual basis taking into account the effect on the safety, health and welfare of the children and staff in the setting.

## **Bomb threat**

If a bomb threat is received at Kingsland Pre-Prep, the person taking the call (usually Head Teacher, Administrator) will record all details given over the phone and raise the alarm as soon as possible (inform Head Teacher immediately) or as soon as the phone call has ended call emergency services. Depending on the advice given by the emergency services, staff will follow the Emergency Evacuation procedure to ensure the safety of everyone on the premises.

## **Lock down procedure**

In some situations, it is likely the setting will be advised to stay put (lockdown) rather than evacuate the premises. The aim of lockdown is to prevent people moving into danger areas and preventing or frustrating the attackers accessing a site (or part of). KPP has a Panic alarm system which can be activated by the staff and will automatically alert the Custodian monitoring center as well as activate the sounders on the classrooms. Staff are trained on how to operate both panic alarm and intruders alarm system.

Kingsland Pre-Prep will activate this emergency procedure in response to a number of situations, but some of the more typical might be:

- A report incident or disturbance in the local community (with potential to pose a risk to staff and children)
- An intruder (with potential to pose a risk to staff and children) (in this case the police will be called as a matter of urgency)
- A warning being received regarding a risk locally, of air pollution (smoke plumes, gas cloud etc.)
- A major fire or explosion in the vicinity of our setting– as long as it is safer staying in the premises than leaving.

All individuals (including children) will remain in the area they are in, if safe to do so. Depending on the type and severity of the incident, parents may be asked NOT to collect their children from Kingsland Pre-Prep as they may put themselves and their children at risk.

# KINGSLAND

## P R E - P R E P

On hearing the alarm sound,

**Staff outside** the building (in the Enchanted garden), without panic but with due urgency

- Will promptly and calmly direct children back inside their classrooms, unless unsafe to do so (then an alternative should be communicated)
- Close and lock all entrance/exit doors, windows and other potential access points

**Staff inside**

- Teachers to lock doors.
- All individuals will keep away from the windows and doors and children will be occupied in the centre of the room so they are not placed at risk or are able to see any situation developing outside.
- The Head Teacher or Deputy will ensure all children, staff and visitors are accounted for and safe.

**Head Teachers**

- The Head Teacher or Deputy will remain in the office if possible to keep up to date with the current situation in order to best manage it dependent on the information available. In most cases, where the situation has been called through by the police or local area authority the setting will await further instructions.
- Once the all clear has been given externally, the Head Teacher will issue the all clear internally. After this time the staff will try to return practice to normal to enable the children not to be disrupted or upset by the events and will take time to reassure and address any worries children may have.
- Parents will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes. If possible, we will use our website or our mobile text service to keep parents updated.

**Parents** should:

- Feel reassured – even if they cannot communicate with us- that we will be doing everything necessary to keep their children safe and comfortable.
- Not expose themselves and their children to unnecessary risk by coming to collect them while there is still a danger of continuing incidents (traffic, public transport and even pedestrian movement may be disrupted).

### **Abduction or threatened abduction of a child**

We have secure safety procedures in place to ensure children are safe while in our care, including safety from abduction. Our school is fitted with CCTV so we can see who is at the main entrance and we have panic buttons. Staff must be vigilant at all times and report any persons lingering on our property immediately. All doors and gates to our setting are locked and we also have strict procedures for the collection of children who will only be released into the care of a designated adult. Only authorised carers can enter the building and we ask tours and visitors to ID themselves. (see Policy for more information)

If a member of staff witnesses an actual or potential abduction from nursery we have the following procedures which are followed immediately:

- The police must be called immediately
- The staff member will notify the Head Teacher immediately
- The parent(s) will be contacted

# KINGSLAND

## P R E - P R E P

- All other children will be kept safe and secure and calmed down where necessary
- The police will be given as many details as possible including details of the child, description of the abductor, car registration number if used, time and direction of travel if seen and any family situations that may impact on this abduction.

The setting **will notify Ofsted** in the event of a critical incident. After an Emergency event, a post-incident evaluation will be conducted and policy/procedures will be reviewed if necessary

Signed,  
Stuart Bamford  
Head Teacher