



01 Health and Safety Procedures

01.22 Emergency Preparedness Plan

Statement of intent

An emergency is an event which threatens to disrupt the normal running of the preschool. This includes fire, burglary, accidents, infectious diseases and adverse weather (including snow). This list is not exhaustive. The COVID-19 pandemic is a good example which severely affected preschool.

Emergencies may happen inside or outside the preschool; during session times or outside hours. The key to coping with an emergency is good planning and preparedness.

This procedure outlines the steps to be taken in case of emergency to ensure good communication and orderly conduct, so that the welfare of the children, staff and other individuals is maintained. In a real emergency, it may be necessary for the person in charge to respond as they see fit and we recognise that this is often the case when dealing with real life situations which change rapidly and without warning. However, this procedure outlines a broad approach which should make coping with an emergency easier.

Preparation

All staff and the committee chairperson should have a copy of the emergency procedure and be familiar with its contents. In an emergency, there may not be access to the preschool premises, so important details (child name/contact numbers/sessions attended) should also be kept securely with this procedure, offsite. These details must be kept up-to-date.

The preschool hall is leased to us by the hall committee and they are responsible for the building, but we are still responsible for anything internal in an emergency. We prepare for emergencies by having an up-to-date fire and emergency evacuation procedure, through regular fire drills and by keeping records and contact lists up-to-date.

Action to take in an emergency

In the case of an emergency, the play leader or deputy play leader will take charge and work closely with other staff present.

The preschool's contingency plan is as follows:

Priorities:

1. The safety of the children
 2. The safety of the staff and other adults
 3. Minimising damage to the building/s
 4. Getting back to normal as soon as possible.
- The Manager, or deputy manager should the manager not be on site, will decide whether or not the building should be evacuated



- The manager / deputy manager is responsible for calling the emergency services.
- As part of preschool emergency evacuation procedures, all staff should also be familiar with the process for calling the emergency services themselves. For example, if a fire is discovered in the building, they should initiate calling the emergency services as well as sounding the fire alarm and evacuating the children
- If there is an emergency regarding the buildings we will also contact the hall committee chair.
- If the decision is to close the setting:
 - The manager will contact the committee chair
 - The committee chair will contact core committee members, as deemed necessary
- Parents/carers will be contacted either by phone or emailed.
- If parents/carers need to be called to collect their children, all children will be looked after safely by staff until they are able to be collected. Depending on the emergency, this may be in one of the rooms in the hall or it may be outside. If parents/carers cannot be contacted, the uncollected child policy will be followed although the manager / deputy manager will have overall responsibility and react as they see fit (they may wait for parents/carers longer than detailed in the policy, according to circumstance)
- Telephoning parents/carers to ask them to collect their children will be the joint responsibility of the manager / deputy manager or committee chair should it not be possible for the manager / deputy to do so.
- The manager is responsible for keeping an up-to-date contact list which should be held within the email system (info@)

Infectious diseases

We ask parents/carers to inform a member of staff if their child has any infectious illness, so that we can inform other parents/carers, staff and visitors that we have had a case of that infection or illness in the setting. This allows other parents/carers to look out for the symptoms in their own child/ren.

Healthy children with no symptoms, even if they have travelled to a region where there is an outbreak of a disease, should not be kept away from preschool. Children who are unwell with an infectious disease should NOT be at preschool and should NOT return until the risk of transmitting the infection has passed.

If a child displays the symptoms of an infectious disease, the parents/carers should be contacted to take the child home and to seek medical advice. They should not return to the setting until they are symptom-free.

Where there is a risk of an epidemic or pandemic in the community, we will at all times follow the official government health guidelines, including closing the setting if necessary to prevent the spread of infection. If the decision is taken to close the setting, it will be taken by the manager and the committee chairperson in conjunction with the appropriate health authorities. It will take effect from the end of the current working day and there is no need to send children home early unless they are displaying symptoms.

When we are informed that a disease is notifiable, we will advise the council's early years and childcare advisor of any confirmed cases in our setting by telephoning 01392 385 421 or 07969 684 638.



If the preschool is forced to close because of an emergency during the week in which a head count (to determine Free Entitlement) is carried out, we will contact the early years and childcare advisor to discuss alternative head count arrangements.

Charging

If the setting is forced to close because of an emergency, any potential refund of fees will be at the discretion of the treasurer and the chair of the committee.

Emergency contact details

Stockland & Yarcombe Preschool
Stockland Victory Hall
Stockland
EX14 9EF
Telephone: 01404 881450

Any questions regarding this policy should be addressed to the manager or chairperson of the committee.

Notes for staff:

The above box is to be used by the manager / deputy manager to write strategic personal plans for any medical emergencies that may arise with children in their care.