



# Fire & Critical Incidents

## Policy

Dunscore Pre-school Centre recognises the need to plan for emergencies that can have an impact on the service we provide. The health, safety and well-being of the children is paramount, and we will plan effectively for all eventualities. Any critical incident will be dealt with as calmly and efficiently as possible and appropriate procedures will be followed by all service users. Throughout this policy the term parents is used to include all main caregivers.

## Procedures

### Fire and Emergency Evacuation Procedures

#### **Procedures to be followed in the event of fire or any other incident which may necessitate emergency evacuation of the building:**

If fire is discovered, the alarm should be raised (one long blow on a whistle). Staff must make themselves aware of the location of whistles hanging on the wall of each Playroom. As soon as everyone has reached the designated Assembly Point the Fire & Rescue Service will be called by the Senior member of staff on duty. This person is considered to be the Fire Officer. The Fire Officer should take the official Fire Register (located at the Fire/Emergency Exit door) with them as they exit, if possible. They will also take a mobile phone and a list of children's emergency contacts (located in each Playroom and in the 'trip bag' which is located at the Fire/Emergency Exit door), maintained for such purposes. The lists will be stored in a place which allows confidentiality to be maintained but also allows immediate access in case of emergency.

All Staff are responsible for the safe evacuation of the area in which they are currently working. Upon hearing the alarm staff should:

- ⇒ Remain calm and strive to keep the children calm
- ⇒ Staff in each Playroom quickly organises the children into a 'train' formation and takes emergency contacts list
- ⇒ The Fire Officer must collect the Attendance Register, Fire Register, First Aid box, trip bag and mobile phone where possible and not at risk of harm
- ⇒ Staff must evacuate the area/room checking carefully that no child has sought cover behind doors or under equipment. Walk don't run!
- ⇒ Communicate the number of children (head count) in your care to the other members of staff so that it is immediately obvious if a child is missing.
- ⇒ Ensure no-one stops to collect coats or belongings
- ⇒ Check toilets and store room as you evacuate
- ⇒ Close all doors to prevent further spread of the fire as exit is made
- ⇒ Be aware of special needs children, children who are new to the setting and those who become easily distressed and carry these children to safety if necessary
- ⇒ Exit via the nearest Fire/Emergency Exit Door, if this is obstructed by fire, then the nearest unobstructed exit should be used (Exits are: window that exits onto DPSC outdoor play area in Playroom 2, main door of building located between both Playrooms, Fire/Emergency Exit door located at the back of Playroom 1, window of storeroom)
- ⇒ Prevent re-entry by closing the door to the building

- ⇒ Walk to the designated Assembly Point: Dunscore Primary School Playground
- ⇒ Take all Registers to enable the Fire Officer to carry out a roll call when everyone is assembled at the designated Fire Assembly point
- ⇒ Telephone parents/emergency contacts from mobile phone or Primary School telephone if there is no mobile signal
- ⇒ Wait with children until they are collected by emergency contact. Identify emergency contacts to ensure children's safety.
- ⇒ No-one re-enters the building until the emergency services have given clearance that it is safe to enter

**The Fire Register** is held in Playroom 1 (with the Attendance Register). It details regular safety checks including fire drills, fire safety equipment maintenance and daily checks of fire exits, and will be maintained by the senior member of staff on duty.

**Fire drills** will be discussed with the children prior to practise each term so that they are prepared and not frightened or upset. Children will listen to the fire alarm (a whistle) and the mains fitted smoke alarms (located in playrooms, hallway and storeroom) so that they can recognise the alerts. The member of staff in their area will walk the children through the evacuation procedure. After the children become familiar with the procedure and have practised the drill several times during the term, we will have unannounced drills to ensure the children and staff can follow this fire safety and emergency evacuation procedure at any time.

**Fire extinguishers and fire blankets** are sited throughout the building as appropriate. Yearly demonstration will be given on their use. In the event of fire, no matter how small, the alarm should always be raised first and the building evacuated before any attempt to use an extinguisher is made. Staff must not attempt to fire fight if there is a risk to personal safety or the safety of others.

**Staff should be vigilant at all times regarding possible fire risks.**

- ⇒ Fire doors and exits should be free from obstruction at all times
- ⇒ There should be **no continuous** wall displays (a gap of at least 300mm every 2mtrs should be maintained)
- ⇒ No posters or displays on doors that are used to exit through.
- ⇒ Duties of all staff in event of fire and location of assembly point must be summarised and posted throughout the building.
- ⇒ These duties and instructions will be discussed and reviewed annually by the whole staff team and additionally in the aftermath of any incidence of fire.
- ⇒ The 'train' formation must be used in everyday practice within the setting so that the children are familiar with it in the event of **any** emergency evacuation.

## Medical Emergencies:

A medical emergency means that the patient requires immediate medical intervention to stabilise and prevent the medical condition from deteriorating. The following procedures should be followed:

- ⇒ Remain calm, give first aid and shout for help. Do not move the injured or sick person unless their safety and/or health is at risk
- ⇒ Call 999 for emergency medical services to report the incident or request someone else to call
- ⇒ Phone Dunscore Medical Centre, this is very close to DPSC and may have a GP available to help if the medical emergency happens at/near the setting
- ⇒ Assign someone to meet the emergency personnel and direct them to the casualty if possible (ratios may not allow)
- ⇒ Any medical information pertaining to the casualty should be accessed from the files or trip bag and made available for the medical personnel
- ⇒ Assign a staff member to accompany the patient to the hospital. Ratios may be affected so additional adult who can attend immediately (from list available on file and in trip bag) must be contacted
- ⇒ If a member of staff or adult volunteer or parent is the patient, next of kin must be informed and, where necessary, additional adult to maintain ratios must be organised
- ⇒ Ensure the emergency contact of the patient is notified
- ⇒ Complete relevant paperwork (accident/incident report)

## Missing Child

The children's safety is paramount within the setting. If a child is feared missing, the following procedures should be followed:

- ⇒ Immediate notification to the police should be made once an initial search of the setting has been made and staff have ascertained whether a family member may have collected the child
- ⇒ The search will include all areas within the setting and the immediate surrounding area
- ⇒ Staff should move all children into one Playroom
- ⇒ If ratios are affected, Dunscore Primary School should be contacted to ask for immediate assistance
- ⇒ Notify the child's parents
- ⇒ A record of any incident must be made in the incident book and where the police have been contacted, the Manager should also inform the Care Inspectorate Officer for the setting

## Utility Disruption

If utilities are disrupted in the setting, every effort will be made to keep the setting open. The decision to close the setting will be based on the risk to the health and well-being of the children. Parents/emergency contacts will be informed by phone if children need to be collected early or if sessions need to be cancelled.

Location of utilities emergency action points:

**Electricity:** meter located in hall to shut off electricity supply

**Plumbing:** stopcocks to shut off water supply situated in first toilet cubicle & under 'clean' kitchen sink

Trade contacts for emergencies:

**Ian Howatt (Electrician)**

**mobile: 07710 779994**

**Roger McMeekan (Plumber)**

**mobile: 07861 397378**

## Threatening Call

Calls of a threatening nature should be recorded as accurately as possible and reported to the police. If possible, record the call and note any relevant information which may be useful to the police.

## Suspicious Package

Evidence of a suspicious package or letter should be reported to the senior member of staff immediately and the building should be evacuated following emergency evacuation procedures. Communicate concerns to the police. Do not attempt to move the item unless instructed to do so by the police. Follow advice given by the police regarding appropriate procedures to take within the setting until contents of letter/package are known.

## Flooding and Severe Weather

The setting is not liable to natural flooding. However, announcements regarding flood warnings should always be monitored. Should this unexpected incident occur, close or evacuate the setting if required and follow evacuation orders from emergency safety officials.

If closure becomes necessary during the session due to severe weather conditions, parents / emergency contacts will be contacted and requested to collect their child. After all children have been collected, staff should turn off utilities (the electric supply and the water supply) and ensure the building is secure prior to exit.

## Potentially Violent Situation

See Appendix 1.

## Additional Information

**Related Policies:** Health and Safety

**Links to National Policy:**

National Care Standards 2, 3, 14 - [www.nationalcarestandards.org/213.html](http://www.nationalcarestandards.org/213.html)

Health and Safety at Work Act 1974 - [www.legislation.gov.uk](http://www.legislation.gov.uk)

**Further advice from:**

Fire Safety Officer (local),

Scottish Fire and Rescue Service - [www.firescotland.gov.uk](http://www.firescotland.gov.uk)

***Policy adopted at Committee Meeting of Dunscore Pre-school on:***

(date)

(signed)

(Chair)

***This policy was reviewed by the committee on:***

Date

Signed :

Designation

### Potentially Violent Situations

A potentially violent situation (i.e. hostage situation or aggressive person) may be cause for evacuation, allowing children and staff to move out of harm's way when an individual is on-site who is potentially violent. At Dunscore Pre-School Centre a system is in place that helps us keep potential aggressors and violent situations outside the premises. This includes a locked gate and wireless doorbell system which allows us to monitor visitors before they gain entry to the play area and building. This will help us to keep potential violent situations away from the children. However, the following procedures will be followed if this system should inadvertently fail.

#### **If a potentially violent individual gains access to the setting:**

- ⇒ Immediately telephone the Primary School for help and ask them to call 999/Police and seek advice on how to handle the situation, indicating that you may have a situation that requires evacuation
- ⇒ If you suspect that the individual has a weapon, order immediate evacuation if possible.
  - ↳ Try to isolate the potential aggressor from as many children and adults as possible.
  - ↳ Try to ensure you have a means of escape by keeping children and yourself between the aggressor and an exit
  - ↳ Do not physically restrain or block the aggressor's movements
- ⇒ Try to engage the potential aggressor in conversation to de-escalate the situation
- ⇒ Remain calm and be polite
- ⇒ While you are engaging the potentially violent individual, other staff should attempt to evacuate children where possible, quietly and orderly so that attention is not drawn.
- ⇒ Where evacuation is not possible, children should be moved to the furthest away area from the potential aggressor and kept calm, close doors if possible
- ⇒ Staff must ensure no-one else enters the space where you have isolated the aggressor
- ⇒ Once the police arrive they will take over the situation, negotiate and dictate further movements
  - ↳ If a decision is made to relocate to an alternative site while negotiations go on, follow the appropriate evacuation procedures within the Critical Incidents Policy
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### Random Acts of Violence

If the setting is affected by a random act of violence (e.g. shooting incident) 'lockdown' procedure should be followed:

- ⇒ Remain calm
- ⇒ Immediately call 999
- ⇒ Staff who are aware of the situations should alert all other staff
- ⇒ Close/lock doors, close blinds and have the children lay on the floor
- ⇒ Brief police once they arrive

## Aggressive employees, parents or members of the public

In this event, staff should do the following:

- ⇒ Remain calm and polite
- ⇒ Try to diffuse the situation and encourage the person to leave the building if appropriate or seek to draw the individual into an area where there are no children
- ⇒ If the person becomes confrontational, a member of staff should telephone the Primary School for assistance, and request that they call 999/police
- ⇒ All staff should be alerted to the situation and staff should close doors to isolate the problem and keep children safe
- ⇒ If the aggressor's child is present, move the child to where children and staff are being kept safe, away from the situation
- ⇒ If a parent has acted in an aggressive manner and then demands to take their child with them as they leave, you are required to release the child to the parent in accordance with setting procedures unless you have good reason to believe they intend harm to the child
- ⇒ Report the incident to the manager and chair who will deal with the incident accordingly

## Parents under the influence of alcohol or drugs

If you have reasonable cause to suspect that any person collecting a child is under the influence of alcohol or drugs and that going with them may put the child at risk, you may have cause to refuse to release the child. If so, request that another adult be called to pick up the child or call the emergency contacts listed on the child's care plan. In this situation, staff should:

- ⇒ Remain calm and polite
- ⇒ Try to diffuse the situation and encourage the person to leave the building if appropriate
- ⇒ If the person becomes agitated and/or confrontational, immediately telephone the Primary School for assistance, and request that they call 999/police
- ⇒ All staff should be alerted to the problem
- ⇒ Staff should close doors to isolate the incident and keep children safe
- ⇒ Report the incident to management who will deal with the incident accordingly

## Hostage Situations

In very rare circumstances the setting may be subject to a hostage situation. In this event staff should:

- ⇒ Remain calm and polite
- ⇒ Follow the hostage taker's instructions
- ⇒ Do not resist
- ⇒ Any available staff members should immediately call the Primary School for assistance and request that they call 999/police
- ⇒ Staff should alert other staff members if possible.
- ⇒ Do not put yourself in danger
- ⇒ Doors should be closed and children should be moved to the furthest away area which is close to an exit and kept calm. If safe, evacuation of children from the building should take place. Move the children quickly and quietly through the playground to inside the Primary School and report your location to the police immediately.