



Together, caring and learning

Extreme Incident Procedure

In the event of an extreme incident in or close to Salway, we will take every step to ensure the safety of staff and the children in our care.

An extreme incident can be clarified as an unexpected event, which affects the preschool community, and which causes disruption on a scale which is beyond the normal coping capability of the preschool. The emergency incident may involve significant threat, damage, or injury to property and individuals, and may have long-term impacts on pupils, staff, and parents. It may necessitate evacuation or lock down procedures.

The following are examples of emergency incidents, which may affect the preschool and necessitate activation of the emergency plan:

- A fire within the preschool or nearby premises
- A terrorist attack, or violent intruder on or nearby preschool premises
- Chemical or toxic substance release on or off site
- Severe weather events such as flood, high winds, extreme storms etc

An incident necessitating evacuation

- This will be indicated by the sound of the fire alarm or staff calling for a safety drill
- All staff will carefully and gently lead the children to the nearest available exit using a rope to form a "crocodile" (these are found on the organ and by the kitchen).
- Visiting adults exit with the children.
- Everyone should assemble outside away from the emergency either, on the Green by Hurst House or in the church car park.
- The register and visitors book will be used to ensure that no one is left in the building.
- The **deputy manager or back up** will telephone the emergency services.
- The **administrator or back up will** collect register, evacuation bag, visitors' book, mobile and emergency contacts.
- The **manager or back up** will check the premises.
- If it is not safe to return to the premises, the staff will lead the children to **Churchfields Infants School**.

An incident necessitating a lockdown (e.g. gas leak, or terrorist attack when it is not safe to leave the premises)

- All the children and staff to congregate in the safest room. Those in the garden to move quickly inside.

- The manager (or in her absence the deputy) to call police for further advice, giving details of location and numbers of children and adults present
- Police advice should be followed, there should be no movement as everyone waits for the police to arrive to contain and manage the situation.
- Possible safe places to hide are: the back hall quarter nearest fire door, the annexe with blind pulled down, or downstairs with screens pulled across (be aware downstairs has no exit)

In the event of an armed or dangerous intruder entering the building

- Manager (or in her absence the deputy) to call police immediately, explaining that it is a pre -school, giving the number of children and adults present.
- Is there a safe route out? Can it be reached without exposure to greater danger? If the location of the intruder is known, and there is safe passage available out of the building, the children should be led, in silence, out of the building away from the intruder. Be aware if there is more than one intruder in the building.
- Everyone must leave together
- Leave belongings behind
- Do not assemble close to the building proceed immediately towards Churchfields School.
- If there is no safe route - all the children and staff to stay in the safest room. Those in the garden to move quickly to the nearest room. Close the doors and lie low, away from windows and doors. Possible safe places to hide: the back hall quarter nearest fire door, the annexe with blinds pulled down, or downstairs with screens pulled across (be aware downstairs has no exit)
- Lock / barricade yourself in
- In case of any doubt, there should be no movement and wait for the police to arrive to contain and manage the situation.

As a routine precaution:

- All visitors to be asked for the purpose of their visit prior to entering the building (see separate intruder policy)
- All staff know code to alert others if there are any concerns about a visitor – this would alert a member of staff to notify police – provide description of individual and any vehicles if possible (see separate intruder policy)

Communication with the Parents:

It is very likely that the news of such an incident will break out very fast and parents would rush to the setting in panic. In order to ensure that parents do not create obstructions in operations they need to be informed to come to a pre-identified central place as close to the school as possible for the handing over of children. A text message will be drafted explaining the situation giving the necessary facts, place of their assembly etc. and the message sent to all.

More information can be found at <https://www.gov.uk/government/publications/recognising-the-terrorist-threat/recognising-the-terrorist-threat#stay-safe--terrorist-firearms-and-weapons-attacks>