#### Emergency Action Policy

Read in conjunction with serious incident policy

* Emergency evacuation practice will take place at least once a term.
* The ringing of a bell will signal an emergency. Appropriate emergency services will be contacted.
* Both children and adults will leave what they are doing immediately and will assemble by the fire door chosen by the manager.
* Staff will escort the children outside and the senior staff member will call the Register, and the signing in visitor’s book, to ensure everyone is safe.
* Contact information for the children should also be taken to evacuation point in case return to building is not allowed and children need to be collected.
* No-one will go back inside until the All Clear is given.
* A fire risk assessment shows the kitchen to be the most hazardous place in the building. Staff are reminded that there is a fire extinguisher and a fire blanket and they should familiarise themselves with the instructions for the use of each.
* Children must never be left unsupervised in the kitchen under any circumstances.
* All fire exits are clearly marked, fire doors are easily opened from inside and are kept clear of obstruction.
* Ofsted, The Gloucestershire Safeguarding Children Partnership, and Environmental Officer will be notified in two working days, as stated in the Serious Incident Policy.

**Bomb Threats**

In the event of Pre-school receiving a bomb threat:

* All staff and children evacuate to the Forest School Area. Register and mobile phone to be taken.
* Ring Police 999.
* Do not return until all clear given by emergency services.
* Parents contacted to collect children via Beverley Gardens, if necessary.

**Lock Down Policy**

* If an intruder tries to gain access to the building then an alarm consisting of 3 sharp whistles, pause, 3 sharp whistles repeated will be given.
* All access points to be locked where possible, curtains drawn and police called.
* Staff to supervise children to closest, separate, safe areas in the building, sit on the floor out of sight of any windows. Ideally mobile phones will be collected and put on silent to aid staff communication.
* Remain out of sight until all clear given.

Ofsted to be informed in line with our Serious Incident Policy.