



2-4 Brook Street
Luton, Bedfordshire
Tel: 01582 730510
www.trainingdepot.co.uk



Emergency Contingency Plan

All staff, children, students and visitors will follow the procedures set out in this policy to be used in cases of emergency evacuation from the Nursery building.

1. All children are to vacate the Nursery building by the nearest Fire Exit as safely and quickly as possible. No one is to stop for any personal belongings.
2. Staff are to help the children in their allocated Nursery Room to vacate the building and assemble in a safe place in the Veterinary Car Park, opposite the nursery. The member of staff in charge of the room is to assist the staff upstairs with the evacuation of Tigers Room children via the outside emergency fire exit steps or the main staircase (depending on which is the safest route). The cook will help the Cubs Room, staff have the use of an emergency exit direct from their Baby Room, leading into the garden or past the staff room at the back of the Nursery. If those exits are inaccessible, then children and staff can evacuate by the front door. The members of staff in charge of each room will ensure they have the room registers.
3. The office staff (Miss Salma, Miss Majeda, Miss Nargis) will collect the registers, as well as staff, student and visitors signing in sheets before evacuating. The parents contact details will be collected along with the Nursery telephone and a mobile phone before evacuating also. Room senior will check they have all children present from the rooms. The office staff will check that all children are present from the register. Senior member of staff will then assess if a fire has started, and then call 999.
4. If it is not possible to return into the Nursery building, then children will be taken into the Veterinary Surgery to be kept warm and dry to await collection by their parents. The Senior member of staff in charge will contact parents/careers and inform them that their child/children will need to be collected from the Veterinary Surgery. Staff will stay with the children until each child has been collected safely.

The procedures below will be used in cases of the following circumstances:

- For a gas leak in the Nursery building. The Nursery will be evacuated. Main Gas supply will be turned off. The Gas Board will immediately be called to the Nursery to carry out the necessary work.
- If there is a fire in the Nursery building. The fire alarm will activate and the procedures above will be followed. More detail, specific to fire evacuation, is provided in the Fire Precautions and Procedures Policy.
- If there is a water leak in the Nursery building that would make it unsafe for the children and staff to remain in the building, the Nursery would be evacuated and the Plumber would be called immediately.
- If there is a problem with the roof and with a ceiling that could be a potential hazard of collapse, that area of the Nursery will not be used and the nursery appointed builder will be



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contacted so any repairs, will be carried out immediately. The areas affected would only be used after the roof and / or ceiling was declared structurally sound.

- If there is an acid attack when children are playing outside, all the children and staff will be brought into the building and the police and the ambulance will be contacted. Milk or water will be used to treat anyone affected. Parents will also be contacted.
- If there is a terrorist attack, we will follow guidelines offered by the emergency services and ensure all children and staff are taken to a safe place and parents are contacted. In the event of a lock down all the staff, children, visitors will be asked to follow instructions. The senior person in charge will seek advice from the emergency services.
- If there is a terrorist attack while out on a trip the staff will use the Run Hide and tell procedure.

Reviewed in July 23 Miss Sandhya