



## Sandbank Nursery School and Playcare Project Emergency Procedure Plan

In the event of an emergency happening in the school environs, we would need to have emergency evacuation procedures. There is an emergency evacuation plan kept in the office safe and at the home of the Headteacher, Office Manager, Playcare Co-ordinator and the H.L.T.A. The emergency evacuation plan covers actions to be taken in the event of the following emergencies:-

- Outbreak of disease
- Death or injury to a pupil/staff
- Intruder/air pollution/severe weather/police advice
- Fire/flood/severe weather/civil disturbances
- Bomb threat

Individual procedures together with essential health and safety information and a plan of the building is on the emergency evacuation board in the Office Managers office.

In the event of evacuation, children will be taken to the Library on Elmore Row, in the event of closure they will be taken to the Church Hall, opposite the Library. Walking ropes will be used to keep children safe and in line. Children will practice using these in the nursery playground after fire drills. The Emergency Planning Manager at Walsall Council will be notified. Emergency contact details for pupils are duplicated and kept at Millfields Nursery School.

In the event of an emergency, information sufficient to ensure the continuity of services (where possible) is kept in 'grab bags'. These are sited:-

- ❖ In the school office
- ❖ Home of Playcare Manager
- ❖ Home of H.L.T.A.

This policy links with the Business Continuity Plan.

Reviewed & Updated: March 2021

Approved by Governors:

Signed: \_\_\_\_\_

Next review date: march 2022