**Emergency Planning - Quick guide**

All education, childcare, and children’s social care settings should have emergency plans in place. Your plan should explain how you would respond if you needed to take any temporary action in the event of an emergency. An emergency could be a public health incident, severe weather, serious injury, fire, damage to building, bomb threat, intruder, etc.

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| **Risk assessment** | * Is a competent person in charge of risk assessment?
* Evaluate the risks and decide on precautions and possible actions.
* Make a plan-of-action for possible scenarios: shelter, lockdown, evacuation.
* Involve parents. Parents should be made aware of their responsibilities such as closing gates behind them and not letting strangers into the building and encouraged to report any potential hazards to staff. It is good practice to invite them to take part in reviews of procedures whenever possible.
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| **Site security** | * How secure is your site – inside and outside? (No child can leave the premises without staff being aware. No one can enter premises without staff being aware.)
* Shared premises – how do you keep children safe? Who else works on site?
* How do you manage planned and unplanned visitors/builders/contractors?
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| **Staff recruitment and training** | * Safer recruitment and DBS checks.
* Staff are trained in safeguarding, first aid, and emergency plans.
* The induction process covers all aspects.
* Agency and temporary staff are also made aware of plans and procedures.
* Staff meetings keep everyone up to date and scenarios are explored.

*NDNA and Early Years Hub offer Health and Safety and Risk Assessment training for staff.* * [Health and Safety for Early Years Practitioners - online course - NDNA](https://ndna.org.uk/product/health-and-safety-for-early-years-practitioners/)
* <https://earlyyearshub.co.uk/product/risk-assessment-for-early-years-e-learning-course>
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| **Policies and procedures** | * Emergency evacuation procedure.
* Plan to review to ensure no new or potential risks are missed. (Monitoring cycle)
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| **Routines** | * Register – including times and dates of drop off/ pick up for individuals.
* Routines – using the toilet, access to other areas by other people.
* Supervision when moving between buildings, going to toilets, accessing changing rooms.
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| **Communication** | How will you make contact with stakeholders in an emergency?* Staff communication/lone working – walkie talkies/mobile phones.
* Emergency alerts - (The government’s emergency alerts system will send alerts to all compatible 4G and 5G devices in England if there’s a danger to life nearby.)
* Parents
* Nearby education and childcare settings
* Police
* Local authority
* Local resilience forum
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| **Wellbeing and Support** | * Solihull Education Psychology Service may be able to offer support after an incident. [Community Educational Psychology Service (solihull.gov.uk)](https://www.solihull.gov.uk/children-and-family-support/localoffer/Solihull-Educational-Psychology-Service)
* Family Support Centre – Shirley <https://fscshirley.co.uk/>
* [UK EAPA factsheet – Managing traumatic events in the workplace](https://www.eapa.org.uk/wp-content/uploads/2018/01/UK-EAPA-Factsheet-Managing-traumatic-events-in-the-workplace-January-2018.pdf)
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| **Resources** | * [Emergency planning and response for education, childcare, and children’s social care settings - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings)
* [School and college security - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/school-and-college-security/school-and-college-security)
* [CSW Resilience Team (cswprepared.org.uk)](https://cswprepared.org.uk/)
* [Responding to emergencies | early years alliance (eyalliance.org.uk)](https://www.eyalliance.org.uk/responding-emergencies#:~:text=Ensure%20staff%20and%20children%20stay,away%20from%20windows%20and%20doors.)
* [Prevent duty training: Learn how to support people susceptible to radicalisation |](https://www.support-people-susceptible-to-radicalisation.service.gov.uk/portal)
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