



## **Adventure Pre-School – Critical incident policy**

We do not want major incidents to happen but it is important that we prepare for them. This is so that if something does happen we can respond calmly, ensuring the children and adults are safe while keeping in communication with families.

In case of a fire or another reason that the Community Centre is not safe we will evacuate to our muster point using our safe evacuation procedures. Our main muster point is on the grass area in front of 'The Barns' to the side of pre-school. Our major evacuation point is Endeavour Primary School.

If our emergency procedures are being enacted (even in case of a drill) we will complete our procedures before releasing children to families if there is a collection/transition point.

Our fire evacuation plan is displayed in the setting and roles and responsibilities are confirmed with employees at our daily morning briefing. We have five evacuation routes to ensure that we can access the building in any emergency.

If we have to evacuate for any reason (apart from a practice drill) we will make contact via a post on the Family app and via text as soon as possible to inform and arrange early but safe collection.

If the Community Centre building or access to it is deemed unsafe either through our inspection or through direction from our landlords the Augusta Park Community Centre Trustees we will not open the pre-school. This might be due to issues with the safety of the building, access to it or due to extreme weather conditions.

If this occurs during a session we will follow our emergency evacuation procedures. If it happens overnight, especially in the case of extreme weather conditions a decision about opening will be made as early as possible. This is likely to be by 7:30am so that we can communicate this closure to families in time for alternative arrangements. We will communicate via the Family app as our first method and follow this up via text as required. In the case of extreme weather conditions, we have use of the Hampshire Schools emergency strategy which means we can use the HCC website and the local radio update service.

In other critical incidents such as a significant event that impact on the ability and/or capacity of staff or the setting as a whole to operate safely we reserve the right to close.

This will be informed in the same way as any emergency closure with updates given as appropriate to the situation.

Any partial or full closure will result in a full review of the incident and the setting response. Summary details of these reviews can be requested by families.