Sticky Fingers Pre-School
Abbas and Templecombe Church School,
School Lane, Templecombe, Somerset, BA8 0HP.
Telephone no. 07742895967 / Email manager@stickyfingerspreschool.org
Registered Charity no. 1029754 / www.stickyfingerspreschool.org

28 - Emergency Evacuation Policy and Procedure

Aim
The aim of this policy is to ensure the safety of all members of our setting and school community in the event of a fire or other hazard that would result in the evacuation of the building.

Fire
Please see the Health and Safety policy (9)

Sounding of the alarm
The alarm is only to be sounded on the following occasions

- Fire emergency = continuous ring
- Planned rehearsal of the emergency plan
- Testing the alarm system – which takes place every Tuesday morning at 10am = 2 rings

In all cases, unless otherwise informed, all staff should treat the alarm as a real event and should respond accordingly. The alarm should be sounded for any emergency where the evacuation of the premises is needed. Anyone discovering a fire should sound the fire alarm by breaking the glass on one of the emergency call points. We have one situated in the classroom and one in the lobby area.

Critical incidents
As the pre-school is on the same site as Abbas and Templecombe Church School we shall come under the same procedures as them

Receiving a bomb threat –
Even the best contingency plan will not prevent bomb threats from disrupting normal daily activities. However this disruption can be minimised if dealt with appropriately. If there is any doubt over the safety of the children and staff they should be evacuated to the church as a precaution.

Person carrying a weapon
Although Somerset remains a low risk area for terrorism and a safe place to live, it is important for us to all be aware and stay alert.

There may be a situation where it may be safer for us to 'lockdown' until the emergency services arrive, if this is the case then the following procedure will take place:

- Staff will gather children together – trying to keep everyone calm
- All doors and windows will be secured, blinds pulled down, lights turned off
- Children and staff to all stay low and keep calm until further instructions
- Manager (or deputy, if manager not present) to collect mobile phone, IPAD and register
- When it is safe to do so the police will be called

- A group text or email will be sent out to parents once the lockdown is announced and we are sure that the situation is not a false alarm
- Communication between the main school office

We shall regularly practice our lockdown procedure in an age appropriate way (like the fire drills we practice every term) to avoid the children becoming anxious when staff do not respond to the doorbell in the usual way

We should all be alert to the danger of terrorism and report any suspicious activity to the police on 999 or the anti- terrorist hotline: 0800 789 321

We shall display two posters on the Run, Hide, Tell within our lobby area for all members of our setting to see

Training

- Members of staff have watched the Stay Safe: Firearms and Weapons Attack film during a staff meeting
- The Manager has attended WRAP (to raise awareness of Prevent) training
- All staff and the majority of committee members have completed the on-line Channel General Awareness on-line module

This policy was adopted by	Sticky Fingers Pre-School
On	6th October 2026
Date to be reviewed	October 2027
Signed by Chairperson	
Name of Chairperson	Ashley Panton