



Emergency Policy and plan

Bedford Kindergarten

At Bedford Kindergarten, the safety and well-being of our children, staff, and visitors are our top priority. This Emergency Plan outlines the procedures to be followed in various emergency situations, including fire, severe weather, medical emergencies, and utility shutdowns, to ensure a prompt and effective response.

1. Aim

- To provide clear procedures for staff, students, and visitors during emergencies.
- To minimize risks and ensure the safety of all individuals on the premises.
- To facilitate effective communication with parents and authorities during emergencies.

2. Emergency Scenarios and Procedures

A. Fire Emergency

- **Evacuation Procedure:**
 1. Activate the fire alarm immediately if a fire is detected.
 2. Staff will escort children and visitors to the designated assembly point in an orderly manner.
 3. The designated assembly points are in front of the kindergarten building.
 4. Perform a roll call to ensure all children and staff are accounted for.
 5. Contact emergency services (999) and provide details about the fire.

- **Fire Drills:**

Regular fire drills will be conducted at least once per term to familiarize children and staff with evacuation procedures.

OUR VISION –

Nurture the tiny minds; cherish the future.

Our vision is to create a nurturing environment where young minds are cherished, cultivated, and prepared for a promising future. We believe in the potential of every child and are committed to providing the support and opportunities they need to thrive.

B. Medical Emergency

- Notify the kindergarten nurse immediately.
- Provide first aid to the injured or ill person as needed.
- Contact emergency services (999) if required and inform the child's parents.
- Document the incident and actions taken.

C. Severe Weather (e.g., Sandstorm, Heavy Rain)

- Children and staff will remain indoors in a safe, secure location.
- All windows and doors will be closed to prevent exposure.
- Parents will be informed of any early dismissal or changes to pickup arrangements via personal messages or phone calls.

D. Utility Shutdowns (Power or Water)

- **Power Shutdown:**

1. If there is a power outage, staff will ensure the children remain calm and continue activities in a safe area with natural light.
2. If the outage occurs during hot weather, steps will be taken to keep children hydrated and cool.
3. Parents will be informed, and the kindergarten will stay open unless safety is at risk
4. In prolonged outages, parents may be contacted to pick up their children if necessary.

- **Water Shutdown:**

1. If the water supply is disrupted, staff will ensure children have access to water for hygiene purposes if necessary.
2. Emergency water supplies will be used for hygiene purposes if necessary.
3. Parents will be informed of the situation, and the kindergarten will remain open unless hygiene standards cannot be maintained.
4. In the case of prolonged water outages, parents may be asked to pick up their children.

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3. Communication Plan

- **Emergency Contact Information:**
 - All staff and parents must ensure their contact details are up-to-date.
 - Parents will be informed promptly through personal messages, phone calls, or the kindergarten's communication app.
- **Coordination with Authorities:**
 - The principal or designated staff member will coordinate with emergency services and provide all necessary information.

4. Roles and Responsibilities

- **Principal:** Oversee the emergency response and ensure communication with parents and authorities.
- **Teachers and Staff:**
 - Ensure the safety of children during emergencies.
 - Follow emergency procedures and assist with evacuations.
- **Nurse:** Provide medical assistance during emergencies.
- **Parents:** Respond promptly to emergency notifications and cooperate with the kindergarten's instructions.

5. Regular Training and Drills

- Staff will receive training on emergency procedures annually.
- Emergency drills, including fire, lockdown, and utility shutdown scenarios, will be conducted regularly to ensure preparedness.

6. Review of Policy

This emergency plan will be reviewed annually and updated as necessary to ensure its effectiveness and alignment with best practices.

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Emergency Plan.

Emergency Type	Response Plan	Assembly Point	Responsible Personnel	Additional Notes
Fire	- Activate fire alarm- Evacuate children to assembly point- Conduct roll call- Notify authorities.	Playground	Principal Teachers, Admin Staff Guard	Conduct regular fire drills; ensure fire extinguishers are functional.
Medical Emergency	- Administer first aid- Contact emergency services (999)- Notify parents immediately.	Nurse's Office	School Nurse, Admin Staff Guard	Maintain a fully stocked first-aid kit and emergency contact list.
Lockdown	- Lock all doors and windows- Move children to safe areas- Maintain silence- Await further instructions.	Classrooms	Principal, Teachers Guard	Communicate lockdown protocols to staff and practice drills.
Severe Weather	- Move children indoors- Secure doors and windows- Continue activities in a safe location.	Classrooms	Principal, Teachers, Admin Staff Guard	Monitor weather updates and have emergency supplies ready.
Missing Child	- Notify security and administration- Conduct a thorough search- Contact parents and authorities.	N/A	Principal, Teachers, Admin Staff Guard	Ensure all exits are monitored
Power Outage	- Ensure children are calm- Use backup lighting- Continue activities safely until power is restored.	Classrooms	Admin Staff, Maintenance Team Guard	Regularly check backup generators and lighting systems.

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