**Critical Incident Plan**

In event of the following incidents:

* Death or serious injury as a result of violence, accident, self harm and/or sudden traumatic illness
* Major fire
* Building collapse
* Riot or civil disorder
* Natural or man made incidents
* Missing person or abduction
* Terrorism
* Bomb scare
* Pandemic illness

The person who raises the alarm will immediately report the incident to the owner/manager/deputy manager on discovery of the critical incident relaying as much information as possible.

The evacuation procedure will be put in place if needed (see fire and evacuation policy). All members of staff will take registers and parent’s telephone numbers as is our standard procedure.

In the event of a critical incident at nursery we will evacuate to South Holland District Council (SHDC) across the road.

Emergency services will be contacted if necessary.

If there is no chance of returning to either building, Parents will be contacted to collect children from a designated point.

Reporters may hear about the incident if the police are involved. It is sensible for one person (usually the owner/manager) to be the one who speaks to the media. However, you cannot be sure the media will contact the nursery direct, they may call other staff members or parents for views. As early as we can we will advise all adults about what they can say or ask them to refer all enquiries to the agreed spokesperson.

In the case of pandemic illness, we will look to the Health Protection Agency (HPA) and follow their guidelines, informing parents/carers at every stage.

In the event of Critical Incident, we will inform the relevant outside agencies such as Ofsted, RIDDOR, HPA, Children’s Services, Environmental Health and any others necessary.

Signed on behalf of the prevision by:



Rachel Beresford, Owner

Review date: March 2026