

Auchinairn Early Years Centre



Emergency Contingency Plan

Purpose

This contingency plan provides clear procedures for protecting children, staff and visitors when an emergency makes it unsafe or inappropriate to use the nursery's normal designated muster point or remain within the nursery grounds. The plan supports the safe evacuation, accountability and relocation of everyone from Auchinairn Early Years Centre to the agreed Forest School Indoor Base (Auchinairn Road). The immediate safety and wellbeing of children, staff and visitors will always be the priority.

When This Plan May Be Activated

The contingency plan may be activated in circumstances including:

- Gas leak or suspected gas leak
- Fire or significant smoke
- Structural damage
- Hazardous substance or chemical incident
- Significant utilities incident
- Emergency services establishing an exclusion zone
- Unsafe conditions within the nursery grounds
- Police or security incident
- Environmental emergency
- Any situation where the normal nursery muster point is considered unsafe
- The plan may also be activated following advice or instruction from emergency services.

This list is not exhaustive.

Leadership & Chain of Command

The emergency response will be led by:

- **Head of Centre**

If unavailable:

- **Depute Head of Centre**

If both are unavailable:

- **Senior Staff Member on Duty**

The person leading the emergency response will have overall responsibility for:

- Activating this contingency plan
- Directing staff
- Determining whether the normal muster point remains safe.
- Initiating relocation to the Forest School Indoor Base.
- Ensuring children, staff and visitors are accounted for.
- Coordinating staff and groups.
- Liaising with emergency services.
- Responding to changes in risk.
- Overseeing communication with families and relevant services.
- Determining subsequent actions in consultation with emergency services.
- Instructions from Police, Fire & Rescue, Ambulance or other emergency services will always take priority over this plan.

Primary Evacuation

- Where safe to do so, the nursery's normal emergency evacuation procedure will initially be followed.
- Children, staff and visitors will evacuate and proceed to the nursery's normal designated muster point.
- Registers and head counts will be completed immediately.
- If the normal muster point is unsafe, becomes unsafe or emergency services advise that the nursery site must be cleared, the alternative relocation procedure will be activated.

The emergency lead will clearly communicate:

"Contingency Plan – FOREST SCHOOL INDOOR BASE."

Alternative Safe Location (Contingency Plan) – Forest School

The local Forest School has agreed to support Auchinairn Early Years Centre by allowing its indoor base to be used as a temporary place of safety during an Emergency.

Emergency contact:

Nikki Morton
07854731137

Address:

Unit 2, 173 Auchinairn Road
Bishopbriggs,
Glasgow,
G64 1NG

Opening hours:

7:30am–6:00pm

This covers Auchinairn EYC's normal operating hours.

Distance:

The Forest School Indoor Base is approximately a 5-minute walk from the nursery.

Route:

The agreed route:

- Is a short walking distance.
- Does not require children to cross any main roads.
- Provides a manageable route for relocating a large group of children.
- Will be familiar to staff.
- Will be considered as part of emergency evacuation exercises.

Decision to Relocate

The Head of Centre, Depute or Senior leading the emergency will determine whether relocation is necessary, taking account of:

- The nature of the emergency.
- Location of the hazard.
- Smoke direction.
- Gas or chemical risks.
- Advice from emergency services.

- Safety of the walking route.
- Safety of the Forest School Indoor Base.
- If either the route or Forest School location is unsafe, emergency service instructions will be followed and an alternative place of safety identified.

Emergency Equipment – Who Takes What?

- Equipment should only be collected when it is immediately accessible and safe to do so.

Administration Staff – Emergency Grab Bag

- Administration staff will lift the nursery Emergency Grab Bag during evacuation.

This should provide access to essential emergency information and resources, including:

- Child information/emergency contacts
- Staff information
- Emergency contact numbers
- First-aid resources
- Relevant emergency documentation
- Other identified emergency supplies

Head of Centre – Central Medication & Outings Bags

The Head of Centre will gather, where safe and immediately accessible:

- Emergency medication from the medication cupboard.
- Outings bags - Emergency clothing and contained within the outings bags.

In the Head of Centre's absence, the person leading the evacuation will delegate this responsibility.

Playroom Emergency Medication

The staff member nearest to the emergency medication box within each playroom will lift its contents during evacuation.

Medication must remain appropriately supervised and accessible to staff throughout the emergency.

Play-Space Attendance Registers

Accurately accounting for children is a critical part of the emergency response.

The Senior staff member within each room/play space will lift the relevant play-space attendance register during evacuation.

If the Senior:

- Is absent,
- Is not within that play space, or
- Is not within the building, the staff member nearest to the attendance register will lift it.

Registers will be used alongside physical head counts to confirm children's whereabouts.

Critical Safety Principle

- **PEOPLE COME BEFORE EQUIPMENT**

Staff must never delay an evacuation to collect:

- Registers
- Grab bags
- Medication
- Walkie-talkies
- Clothing
- Personal belonging
- Any other equipment

if doing so would place themselves or children at risk.

- Once evacuated, no member of staff should re-enter the nursery building unless emergency services have confirmed that it is safe to do so.

Walkie-Talkie Communication

Effective communication is vital during any emergency.

The nursery's walkie-talkie system will be a key method of communication throughout evacuation and relocation.

Walkie-talkies should be taken during evacuation where they are immediately available.

They may be used to:

- Communicate instructions from the emergency lead.
- Confirm that groups have evacuated.

- Communicate the decision to activate the alternative muster point.
- Coordinate movement towards Forest School.
- Confirm head counts.
- Confirm groups have arrived safely.
- Report immediately if anyone cannot be accounted for.
- Communicate a change in route.
- Communicate emerging risks.
- Request additional assistance.
- Coordinate support for children requiring additional help.
- Maintain contact between groups.

Radio Communication Should Be:

- CALM
- CLEAR
- BRIEF
- FACTUAL

Only essential emergency communication should take place over the walkie-talkies during an incident.

Moving Children to Forest School

Once relocation has been authorised, children will be moved calmly to the Forest School Indoor Base.

Staff will:

- Keep children together in manageable groups.
- Maintain appropriate supervision.
- Keep familiar adults with children where possible.
- Position adults throughout the group, including front and rear.
- Complete regular head counts.
- Carry relevant attendance registers where available.
- Provide additional support to younger children.
- Support children with additional support needs.
- Follow individual PEEPs/emergency arrangements where applicable.
- Remain alert to environmental hazards.
- Keep children away from emergency vehicles and the affected area.
- Follow the agreed safe walking route.
- Follow instructions from emergency services at all times.
- The journey should take approximately 5 minutes under normal circumstances.

Accountability – Count, Register, Count Again

Knowing where every child is throughout an emergency is essential. A register and/or head count will be completed:

- On evacuation from the nursery
- At the primary muster point – if safe to use
- Before relocating to Forest School – where circumstances allow
- During movement where appropriate
- Immediately on arrival at the Forest School Indoor Base
- At regular intervals while children remain at Forest School
- Before and after any further relocation
- As each child is collected

If any child, staff member or visitor cannot be accounted for, this must be communicated immediately to the Head of Centre/Depute/Senior leading the emergency and emergency services.

Children Requiring Additional Support

Individual consideration must be given to children who:

- Have limited mobility – Personal Emergency Evacuation Plan (PEEP) will be in place
- Require emergency medication.
- Have healthcare needs.
- Have communication difficulties.
- May become distressed by alarms.
- Find unexpected transitions particularly difficult.
- Have sensory needs.
- May not understand emergency instructions.
- Require additional adult support.

Where appropriate, individual emergency arrangements/PEEPs should identify:

- Required adult support.
- Mobility arrangements.
- Communication strategies.
- Medication requirements.
- Essential equipment.
- Sensory/emotional regulation strategies.

Remaining Calm & Supporting Children

- All staff have a responsibility to remain as calm, controlled and reassuring as possible.
- Children will take reassurance from the adults around them.

Staff should:

- Listen carefully to instructions.
- Follow the direction of the emergency lead.

- Avoid shouting or creating unnecessary alarm.
- Give children simple, clear instructions.
- Reassure children.
- Maintain familiar groups where possible.
- Keep children close and supervised.
- Complete regular head counts.
- Communicate concerns immediately.
- Avoid speculation or discussion about the emergency in front of children.

The priority is to make children feel safe, secure and cared for during what may be an unfamiliar or frightening situation.

Communication with Families

Safety and accountability come first.

The initial priority is to:

EVACUATE → ACCOUNT → RELOCATE → ACCOUNT

Once children and staff are safely relocated and accounted for, communication with families can begin.

Families should be informed of:

- The fact that the nursery has been evacuated.
- Confirmation that children are safe.
- The temporary relocation to the Forest School Indoor Base.
- Whether children need to be collected.
- Collection arrangements.
- Any relevant instructions.
- Families should be clearly advised not to approach the nursery or emergency scene.
- Only factual and confirmed information should be shared.
- Staff should not speculate about the cause or seriousness of an incident with each other or families.

Emergency Collection from Forest School

If it is determined that children cannot return safely to nursery, the Forest School Indoor Base may become the temporary collection point.

Children will only be released to:

- Their parent/carer; or
- An authorised person in accordance with the nursery's normal collection procedures.

- Normal password/identity verification procedures will continue where appropriate.
- Every child's departure must be recorded.

If Forest School Cannot Be Used

The Forest School Indoor Base must not be used if:

- It falls within the emergency exclusion zone.
- The walking route is unsafe.
- Smoke or fumes are travelling towards the location.
- Police or emergency services restrict access.
- The Forest School building is inaccessible.
- Environmental conditions make relocation unsafe.
- Emergency services direct staff elsewhere.

In these circumstances, the Head of Centre/Depute/Senior will follow emergency service instructions and relocate children and staff to another identified safe location.

Following an Emergency

Following activation of the contingency plan, the Head of Centre/management team will:

- Ensure all children and staff are safe.
- Record details of the incident.
- Notify appropriate East Dunbartonshire Council services.
- Complete any required Care Inspectorate notification.
- Review relevant risk assessments.
- Review how effectively the evacuation and relocation worked.
- Gather staff feedback.
- Record any issues or learning.
- Consider children's emotional wellbeing following the incident.
- Provide appropriate reassurance and support.
- Communicate relevant information to families.
- Update this contingency plan where improvements are identified.

Testing, Training & Review

This contingency plan will be:

- Shared with all staff.
- Included within staff induction.
- Accessible to staff.
- Discussed during emergency procedure training.
- Practised through appropriate evacuation exercises.
- Used to familiarise staff with the route to Forest School.
- Reviewed following any drill.
- Reviewed following any real emergency.
- Reviewed if staffing or premises arrangements change.
- Reviewed if the Forest School arrangements change.
- Formally reviewed at least annually.
- The continued agreement and availability of the Forest School Indoor Base between 7:30am and 6:00pm should also be confirmed periodically.

Policies & National Guidance

- Fire Scotland Act 2005
- Fire Safety (Scotland) Regulations 2006
- Emergency Fire Action Plan – Scottish Government
- Auchinairn EYC Fire Risk Assessments and Emergency Evacuation Procedures
- Fire Safety Risk Assessment – Scottish Government
- Early Learning and Childcare National Induction Resource
- Care Inspectorate/Education Scotland A quality Framework for Early Learning and Childcare.
- Space to Grow

Created: September 2026

Update: September 2027

Signature: