



### Emergency Closure Policy/Procedure

An emergency closure consists of having to close the nursery due to no heating, electricity, water, or a gas leak.

In the event of an emergency nursery closure the below guidance will be followed.

- In the first instance every attempt will be made to contact parents
- If unsuccessful, emergency contact numbers will be called in the order given on the registration form.
- We may, in an emergency, need to evacuate the building and move to a safe area. The designated safe area is located on the field.

Children will need to be collected within the hour of the emergency due to the Health and Safety of children and staff.

We therefore ask that you make sure all contact numbers are kept up to date in case of emergency.