



EMERGENCY PROCEDURE POLICY

1. Introduction

It is essential that all staff, parents, carers, visitors, contractors and others are aware of the procedures to be followed and the actions they must take in the event of any emergency.

2. Legislation

The Health and Safety at Work Etc. Act 1974 places a general duty on employers to ensure so far as is reasonably practicable the safety of the work place. This means that employers must provide safe routes into and out of the buildings and must ensure that adequate arrangements are made to deal with emergencies.

3. Responsibility

3.1 The Manager is responsible for ensuring that adequate emergency arrangements are made within the Pre-school and that systems are in place to inform all staff, parents, carers, visitors, contractors and others of the details of those arrangements.

3.2 The Manager should ensure that all new members of staff and visitors to the Pre-school are made aware of the emergency arrangements and that emergency signs are prominently displayed throughout the Pre-school.

4 Action to take in the event of an Emergency (See also Fire and Evacuation Policy)

4.1 If you discover a **fire** you should:

- a) Sound the alarm.
- b) Dial the emergency number 999.
- c) Make sure you give the message clearly and include details of your location, the nature of the emergency and the assistance that you require.

Appley Pavilion, Appley Cross, Wellington, TA21 0HH

Sampford Arundel Primary School, Sampford Arundel, Wellington, TA21 9QN

- d) Leave the building by the nearest route.
- e) Report to the appropriate assembly point.

4.2 In the event of a **medical emergency** you should:

- a) Contact the nearest qualified first aider.
- b) Dial the emergency number 999 to summon assistance and call for an



ambulance if necessary.

c) Make sure you give the message clearly and include details of your location, the nature of the emergency and the assistance that you require.

4.3 In the event of the fire alarm sounding, **EVERYONE** should evacuate to the designated assembly point in the pavilion car park. All personnel should ensure that they are familiar with their surroundings and know the route to take to the appropriate assembly point.

5. Evacuation Drills

The emergency evacuation procedure is the same as the Fire Evacuation Procedure (see Fire and Evacuation Policy) and will therefore be practiced in drill every half term.

In the event of a major incident the emergency procedures outlined above should be followed and communication with committee members and emergency services made.