

Fire Emergency Procedure

Raising the Alarm

- ⌘ Any adult discovering fire or smoke will raise the alarm immediately
- ⌘ All staff will stop activities immediately

Evacuation Procedure

- ⌘ Children will be calmly instructed to stop and follow staff
- ⌘ Staff will lead children to the designated assembly point: Garden gate
- ⌘ A headcount will be completed immediately

Essential Items (if safe to collect)

- ⌘ Mobile phone
- ⌘ First aid kit
- ⌘ Attendance register

At Assembly Point- Garden Gate

- ⌘ Register checked against attendance list
- ⌘ Children kept together and reassured
- ⌘ Emergency services (999) called if not already done
- ⌘ No one may re-enter the site until declared safe

Staff Responsibilities

- ⌘ One staff member leads evacuation
- ⌘ One staff member completes headcount
- ⌘ DSL takes overall control of situation

Lockdown Procedure

When a Lockdown is Required

- ⌘ Intruder on or near site
- ⌘ Nearby external threat
- ⌘ Police instruction

Procedure

- ⌘ Children are immediately gathered together
- ⌘ All activities stop instantly
- ⌘ Staff move children to the safest secure area available (e.g. indoor space, sheltered area, or concealed safe zone)
- ⌘ Doors/gates secured where possible

Communication

- ⌘ Mobile phones used to contact emergency services if required
- ⌘ Parents contacted only when safe to do so

During Lockdown

- ⌘ Children kept calm and quiet
- ⌘ No movement unless instructed by emergency services
- ⌘ Staff maintain supervision at all times

Severe Weather Emergency Procedure

Trigger Conditions

- ⌘ High winds
- ⌘ Thunderstorms
- ⌘ Extreme cold or heat
- ⌘ Sudden unsafe environmental conditions

Procedure

- ⌘ Staff will stop all activities immediately
- ⌘ Children will be moved to the safest available shelter
- ⌘ Headcount completed immediately
- ⌘ Site risk reassessed dynamically

If Safe to Do So

- ⌘ Parents will be contacted for early collection
- ⌘ Sessions may be terminated early

If Unsafe to Travel

- ⌘ Children will remain under supervision until conditions improve or collection is safe

General Emergency Principles (All Situations)

- ⌘ Children's safety is always the priority
- ⌘ Staff must remain calm and give clear instructions
- ⌘ Headcount must be completed immediately in every emergency
- ⌘ Emergency services will be contacted where necessary (999)
- ⌘ All incidents will be recorded in the Accident & Incident Logbook
- ⌘ Parents will be informed as soon as possible

Staff Roles in Any Emergency

- ⌘ Lead Practitioner (Partner A): overall command of situation
- ⌘ Assistant (Partner B): supports evacuation, headcount, and child supervision
- ⌘ All staff must remain with children at all times

Post-Emergency Procedure

- ⌘ Full incident report completed
- ⌘ Review of procedures carried out
- ⌘ Any improvements documented and updated in policies
- ⌘ Parents informed with written summary if required