### Emergency Procedures

There are a number of situations where an emergency evacuation of an area might be necessary. As well as fire routines, they include a situation where it is necessary to get everyone inside a building urgently such as in a lockdown situation[[1]](#footnote-2)

The Club will prepare for emergencies that are suitable for their own specific premises on an ongoing process through: risk assessment; planning; training exercises; learning and reviewing, with input from staff and management. Emergencies may take place on site, during visits/outings and within and outside of normal operating hours and may also include an emergency alert in your area[[2]](#footnote-3).

All staff have a clear understanding of their roles and responsibilities in an evacuation or lockdown situation. The Senior Playworker will take on the key role in an emergency. In addition, designated roles are identified for the physical and emotional welfare of children and staff and communications e.g. with parents, CIW, insurance etc.

The Club will use text messaging for informing staff and parents of developments.

The following procedures will be readily accessible, are known to staff and will be practiced termly (and at least every 6 months, recognising that young children benefit from more frequent practice) and when a new child, staff member or volunteer starts at the Club[[3]](#footnote-4) and will be recorded and reviewed in accordance with our health and safety policy.

Up-to-date records of contact lists[[4]](#footnote-5), and premises plans will be accessible in hard copy and electronic form both on and off site should an emergency occur out of normal operating hours.

The Senior Playworker will identify any staff, children and visitors[[5]](#footnote-6) who may need additional assistance in the case of an emergency. Personal emergency evacuation plans (PEEP) will be developed in consultation with children and their parents/carers and Playwork staff/other adults who may not be able to manage their escape into or out of the building unaided.

**Fire or Other Emergency Evacuation Procedure**

In the case of a fire, or other emergency evacuation, the following will apply:

* Operate the alarm (fire alarm point, gong, bell or whistle) and call the relevant Fire and Rescue Service.
* Playworkers gather children and escort them via the nearest fire exit to the designated assembly point, main playground.
* Close all doors and windows in the vicinity of the fire to prevent spread.
* The first Playworker to leave the building should carry the register.
* The member of staff who is nominated to be the last to leave the building should check toilets and cloakrooms and should then take all reasonable steps to check that the building is clear.
* On reaching the assembly point a roll call should be taken immediately to identify whether everyone is accounted for.
* During this procedure no person or child should return into the building for any reason.
* The first fire-fighting team to arrive should be informed of any missing persons and their last known whereabouts. They should also be informed of the last known location of the fire.
* Parents will be notified as soon as practicably possible, using the contact information on file.
* When deemed safe and appropriate, the children will be escorted from the assembly point to the main hall to await further instruction/collection by parents/carers/emergency contacts.
* Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened in chronological order. This form should be filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit [www.hse.gov.uk](http://www.hse.gov.uk)).
* Inform other users/visitors of the premises (at an earlier stage in the procedure if using the premises at the same time).
* Care Inspectorate Wales will be informed on the same day.
* Agree ongoing wellbeing support and communication needs for staff, children and parents. The designated spokesperson of the Club, Craig Lambourne will deal with any media inquiries if necessary.
* All members of staff will reflect upon incident and if required an investigation is carried out to ensure all policies and procedures were followed and were fit for purpose. The Club will identify and implement any necessary measures to reduce risk/recurrence. This may include reviewing risk assessments, policies or procedures within the usual practice at the Club.
* The Club’s insurance company will be notified.

**Reverse Evacuation Procedure**

To be used to quickly to restrict access and egress to the Club (or part of) through physical measures in response to a threat, either external or internal such as an intruder on site or within the building, environmental or extreme weather warning or a local or national alert. Lockdown procedures are a sensible and proportionate response to a threat outside, inside or within the vicinity of the Club.

In the case of a reverse evacuation, the following will apply:

* Operate the alarm/signal using an appropriate method: e.g. verbally, dedicated signal (and password to discretely raise the alarm) for all children, staff and visitors to be located safety inside/moved to the nearest designated safe place.
* In the rare event of a firearms or weapons attack, [advice to ‘Stay Safe](https://act.campaign.gov.uk/)’ [Accessed 01/08/2024] will be followed and safe places behind substantial brickwork or heavy reinforced walls will be considered.
* Assemble the children and count them. Escort the children inside using the closest accessible entrance. In planning for emergencies consider a ‘primary route’ leading directly to the assembly point and a ‘secondary route through alternative entry points if the primary route is blocked. Staff are familiar with all routes.
* The member of staff who is nominated to be the last to re-enter the building checks that the vacated area is clear.
* Secure and lock all access points where necessary, to prevent any unauthorised access to the Club, or unauthorised exit from the Club. Depending on the circumstances, internal doors may also need to be locked.
* In the case of an intruder, draw blinds/curtains or cover windows on internal doors to prevent an intruder from seeing in. Turn off lights and mobile phones ,or change to silent mode with ‘vibrate’ turned off.
* Take a roll call to ensure that everyone is accounted for.
* Contact relevant emergency services and await assistance if necessary. They should be informed of any missing persons and their last known whereabouts if applicable.
* Liaise with emergency services about contacting parents/carers. Parents will be notified as soon as practicably possible, using the contact information on file.
* Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened in chronological order and should be filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit [www.hse.gov.uk](http://www.hse.gov.uk)).
* Inform other users/visitors of the premises (at an earlier stage in the procedure if using the premises at the same time).
* Care Inspectorate Wales will be informed on the same day.
* Agree ongoing wellbeing support and communication needs for staff, children and parents. The designated spokesperson of the Club, Craig Lambourne will deal with any media inquiries if necessary.
* All members of staff will reflect upon incident and if required an investigation is carried out to ensure all policies and procedures were followed and were fit for purpose. The Club will identify and implement any necessary measures to reduce risk/recurrence. This may include reviewing risk assessments policies or procedures within the usual practice at the Club.
* The Club’s insurance company will also be notified.

It is good practice to prepare for any occasion by preparing an emergency box, which is checked on a regular basis (at least half termly). Your emergency box could contain;

* A charged phone with credit and registered with Emergency SMS service
* A phone charger
* Mobile phone power bank
* A list of key contact numbers including emergency contacts for staff and children
* Premises plans
* Emergency procedures
* First aid kit
* Blankets/warm clothing
* Snacks & water
* Petty cash

Further Information

[Emergency planning and response guidance for education and childcare settings [HTML] | GOV.WALES](https://www.gov.wales/emergency-planning-and-response-guidance-education-and-childcare-settings-html) - non-statutory guidance that provides information to help all education and childcare settings plan for and respond to a wide range of emergencies [Accessed 31/07/24].

Fire or Other Emergency Evacuation Procedure Log

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| --- | --- | --- | --- |
| **Date**  (dd/mm/yyyy) | **Time[[6]](#footnote-7)** | **Comments** | **Signed**  (Senior Playworker) |
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**Reverse Emergency Procedure Log**

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| **Date**  (dd/mm/yyyy) | **Time[[7]](#footnote-8)** | **Comments** | **Signed**  (Senior Playworker) |
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1. All education, childcare and play settings should have emergency plans in place detailing actions to be taken in the event of an emergency to help setting staff respond effectively to an emergency at the setting, or on a visit or outing [Accessed 31/07/24 [Emergency planning and response guidance for education and childcare settings [HTML] | GOV.WALES](https://www.gov.wales/emergency-planning-and-response-guidance-education-and-childcare-settings-html)] [↑](#footnote-ref-2)
2. Emergency Alerts: The UK Government’s emergency alerts system sends alerts to all compatible 4G and 5G devices in England and Wales if there’s a danger to life nearby. Visit [About emergency alerts (gov.uk)](https://www.gov.uk/alerts); [How emergency alerts work (gov.uk)](https://www.gov.uk/alerts/how-alerts-work) to check an alert is genuine and find out how emergency alerts work and the reasons why people may get an alert on the UK Government website [Accessed 31/07/24]. [↑](#footnote-ref-3)
3. Standard 24, National Minimum Standards [↑](#footnote-ref-4)
4. Specify locality for each contact which may be relevant in the case of local alerts/incidents when it would be necessary to arrange immediate collection of children. [↑](#footnote-ref-5)
5. You could do this by adding a statement to your visitors’ signing in paperwork e.g. ‘If in the event of an emergency you require additional assistance to evacuate the building, please inform a member of staff on arrival. In the event of a fire, please use the nearest fire exit and go to the fire assembly point shown on the fire safety notices. Please do not leave the assembly point until the assigned staff member in charge says it is safe to do so, to ensure others are not put at risk looking for you.’ [↑](#footnote-ref-6)
6. It is useful to practise drills at different times of the day, when attendance and situation / activity may vary [↑](#footnote-ref-7)
7. It is useful to practise drills at different times of the day, when attendance and situation / activity may vary [↑](#footnote-ref-8)