



Emergency Evacuation / Closure

Ashfield Play Care Scheme will make every effort to keep the Scheme open, but in exceptional circumstances, we may need to close at short notice. Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or child
- Assault on a staff member or child
- Serious accident or illness

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Scheme, the following steps will be taken:

- If appropriate the manager or session supervisor will contact the emergency services.
- All children will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building, the nominated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken, and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The manager will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (which is kept off site).
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Scheme will follow its **Uncollected Child** procedure.

Points to remember:

- All exits must be kept clear at all times.
- The safety of the children and staff must be ensured before attempting to fight a fire.
- Everyone should be aware of the positioning of extinguishers and fire blankets
- Practice evacuations are done at least every School Term and results recorded in log book (time taken, numbers of staff and children etc.). In Practice evacuations children do not have to be taken outside the building but assembled by the door so that this may not put the children at further risk.
- Scheme Manager is responsible for the implementation of fire procedures.
- Scheme Manager is responsible for ensuring exits, signs etc. are displayed according to Fire Inspectors requirements and that all fire equipment is checked annually.

If the Scheme has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted. Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD. Telephone: 0300 123 1231