



CAIRNDOW COMMUNITY CHILDCRAE LTD Policy No.16

Emergency closure / Evacuation of Premises Policy

This policy was drawn up in consultation with *committee and staff* of *Cairndow Community Childcare Ltd*

Rationale

The safety and well-being of children and staff is of paramount importance. Premises can be closed in emergencies for a variety of reasons, most of which cannot be foreseen, e.g. severe weather, gas leaks etc. In these circumstances an effective communications network with parents should be maintained but the understanding of parents is sought given the unusual circumstances such conditions invariably bring.

Aims

- To ensure mutual trust between parents and providers so that emergency situations can be tackled in partnership
- To ensure decisions regarding closures should wherever possible be consistent with other similar provision in the local area
- To ensure that parents/carers are aware that in severe weather conditions parents should be able to keep their children at home if they have any safety concerns whatsoever
- To ensure that staff well-being both in travelling to /from the centre is maintained
- To ensure that emergency evacuation procedures are in place

Procedures

As a staff we will:

- Ensure that detailed arrangements for the emergency closure of the premises are publicised and made available to all parents
- Ensure that emergency contact details including mobile phone numbers where available are maintained
- Network with other centres to ensure that within our local area this consistent approach is taken
- Ensure that our handbook clearly outlines the procedures and the decision making process for emergency closures
- Issue separate information highlighting details of closures using methods such as local radio
- Recognise that we will have to remain on the premises until parents/carers collect the children
- Take into consideration a number of factors when making the decision to travel to/from premises including weather forecast, traffic advice and mode of transport to be used

- Consider, agree and record alternative work locations with other suitable premises
- Locate premises for use in the event of evacuation
- Ensure all staff, parents and carers are aware of the evacuation procedures of the centre.

Monitoring and Review

It is the responsibility of the Head of Centre along with the staff to monitor, evaluate and review the above arrangements and to adjust them according to need.