



## **Cairndow Community Childcare Limited Policy No.17** **EMERGENCY PROCEDURE**

This policy was written in conjunction with staff and committee of Cairndow Community Childcare Ltd.

A relationship of mutual trust, understanding and an effective communications network between parents and **Cairndow Community Childcare** must be established to make best preparations for unforeseen emergencies that might necessitate evacuation and temporary closure of the premises.

Co-operation with the local authority's facilities, procedures and advice will be given as much as possible e.g. weather forecasts, traffic advice or modes of transport.

Emergency evacuation procedures will be publicised and made readily available to parents and staff and the names, addresses and phone numbers of two (if possible) emergency contacts will be allocated to each child and this information updated regularly. Staff will be advised that they must maintain a presence until all the children have been safely collected. Alternative premises will have been identified prior to an emergency both for immediate shelter and for temporary use.

The Manager shall be responsible for such arrangements together with the other members of staff as well as familiarising the children with practicing fire and evacuation drills, maintaining fire extinguishers and ensuring emergency exits are kept clear. **Cairndow Community Childcare** has qualified First Aid equipped staff to deal with any minor accidents. All accidents will be recorded on an accident report form and parents will be asked to read and sign the form and inform staff of any bumps, bruises or accidents incurred out with the nursery.