

HAZELDENE SCHOOL CARE CLUB



Emergency Evacuation/Closure Procedure

REVISED DECEMBER 2016

SIGNED DATE.....
CARE CLUB MANAGER

SIGNED DATE

CHAIR OF GOVERNORS

TO BE REVIEWED DECEMBER 2018

Emergency Evacuation/Closure Procedure

Hazeldene School will make every effort to keep the Care Club open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- 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 Care Club, the following steps will be taken:

- If appropriate the Care Club Manager (Mrs V Kilroy) or Care Club Leader (Mrs S logue) 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.
- The Care Club Leader 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 Care Club Leader will close all accessible doors and windows.
- 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 Care Club Leader will contact parents to collect their children. If the register is not available, the Care Club Leader will use the emergency contacts list (which is kept inside Hazeldene School).
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the Care Club will follow its **Uncollected Child** procedure.

To be reviewed: December 2018

Written in accordance with the EYFS welfare requirement: *Suitable Premises, Environment and Equipment*