

Emergency Evacuation Procedure & Contingency Plan

Evacuation may be necessary in the event of a fire, flooding, etc. The children will regularly run through/discuss the evacuation procedure with staff so they will understand what to do in the event of a real emergency. Practices will be conducted on different days of the week to ensure that all children/service users understand what would happen if there was a real evacuation and the details recorded in my diary or an evacuation log. Children will learn about the function of smoke alarms, listen to what they sound like (with prior warning) and be taught about age-appropriate fire safety practices.

In order to keep the children and staff safe, I have developed the following procedure to evacuate the Dunning Village Hall in the event of an emergency:

1. Sound the alarm.
2. Evacuate the children using the safest and nearest exit available. We will all walk calmly, to avoid any accidents.
3. Take a mobile phone outside with emergency contact details, if safe to do so. Children and adults will not be allowed to stop to collect any other personal belongings or outdoors clothing/footwear.
4. Close windows and doors behind us where possible, to prevent further spread of a fire.
5. Assemble in a safe place, away from any danger. In our setting the muster point will be by the fountain in Tron Square.
6. Contact the emergency services.
7. Comfort and reassure the children.
8. Staff will walk children to a safe place for the children to stay and then contact parents to collect their children as soon as possible. I have an agreement with the local school (Dunning Primary School) for any such emergencies during term time. Written consent has been obtained from Dunning Primary School to use this location in emergencies. Parents have also provided consent for their child to be taken to this location in the event of an evacuation. Staff will remain with children until they have been collected.

Dunning Primary School, 1 Station Road, Dunning, PH2 0RH (see map below)

Tel – 01764 661350

Head Teacher - Dani Mcphee

Term Time – 8:30am to 18:00pm

Out with term time children will be taken to Rollo Park where parents will be contacted to collect. (Blue Arrow).

9. Follow the instructions of the emergency services.
10. Do not return to the building until the emergency services have declared it safe to do so.

Emma's Explorers

Date: 05/2025

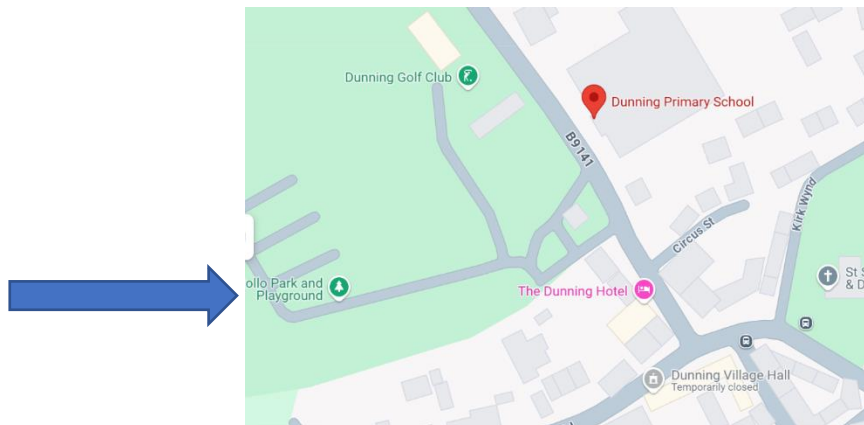
Review Date: 05/2026

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Only if it is safe to do so, will I attempt to tackle a fire myself and the safety of the children in our care will be the priority in such a situation.

A fire blanket will be used should clothing happen to catch fire, with the method of 'stop, drop and roll.' These are located in the kitchen in the Dunning Town Hall.

The setting is fitted with adequate smoke detection systems as required by law.



Review, Staff Training, and Emergency Preparedness

This Contingency Plan is reviewed annually or sooner if there are changes in legislation, guidance, or operational needs. All staff are familiar with and trained in emergency procedures to ensure a consistent and calm response during incidents. An Emergency Grab Bag is maintained on site and includes essential items such as children's emergency contact information, first aid supplies, a portable register, basic snacks and water, and hi-vis vests for off-site evacuations.

Procedure to be followed for a missing child or unexplained absence.

In the event of a missing child during a session, staff will immediately search the building and surrounding area. If the child is not located within 5 minutes, the police and the child's parent/carer/emergency contacts will be contacted. A record of the incident will be made. In the case of an unexplained absence, the child's emergency contacts will be called to confirm their safety. If there are safeguarding concerns, the appropriate authorities will be informed.

Arrangements for closure of service or change of ownership.

In the event of permanent closure of the service, or a change of ownership, all parents and carers will be informed in writing as soon as possible. Records will be securely transferred or disposed of in accordance with GDPR. Relevant authorities such as the Care Inspectorate will be notified promptly.

Staff Absence / Shortage

If the service is unable to operate due to illness or other emergency, I will inform parents as soon as possible. Where possible, cover may be arranged by a qualified and approved colleague known to the children. If cover cannot be arranged, the service will close temporarily, and parents will be kept updated.

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Utility Failure (Power, Water, Heating)

If essential utilities such as heating, water, or electricity fail and the building becomes unsafe, the service will close, and children may be taken to the emergency location if required. Parents will be contacted for collection. Dunning Hall Group will be contacted to conduct any repairs/maintenance.