

# **Emergency Plans**

## **FIRE**

In the event of a fire being discovered, the following action must be taken-

- The policy and procedures for fire safety and emergency evacuation are immediately put into action.
- The manager telephones the fire service 999 immediately.
- The manager will decide by assessing the situation whether the fire can be extinguished quickly without putting any person in danger, if it can be extinguished it will be done so immediately.
- If the fire cannot be safely extinguished the manager will go straight to the meeting point to join the children and staff.

## **FIRE DRILL**

- Fire drills are carried out at least twice a term.
- Practice procedure assuming source of fire in different parts of the building.
- Drills are recorded in the settings fire log, details of the drill are documented and used to reflect on to improve future drills.

## **AN INTRUDER**

- Alert all staff.
- Try to persuade the intruder to leave the premises.
- Telephone the police 999 and evacuate the premises.
- Reassure and support children at all times.
- Record time, date and action taken in the incident record book. Any crime number issued would also be documented.
- Parents informed and supported when risk averted.

## **MISSING CHILD**

- The setting policy and procedure for a missing child is put into action immediately.
- Organise a search of the immediate area surrounding the setting.
- Telephone the police 999.
- Telephone parent/ guardian.
- Record details, time, date, and action taken.
- Parents and children are supported throughout.

## **SUDDEN SERIOUS ILLNESS/ ACCIDENT TO A CHILD**

- Telephone Ambulance 999. Send any copies of medical records or named driver to take them to hospital (The manager- Amanda Waters).
- Administer first aid treatment as appropriate
- Telephone parent/carer.
- Record details of incident.

## **SUDDEN SERIOUS ILLNESS/ ACCIDENT TO A MEMBER OF STAFF**

- Telephone Ambulance 999. Send any copies of medical records.
- Administer first aid treatment as appropriate.
- Call next of kin.
- Call in support staff as required.
- Record details of incident.