



Little Disciples Out of School Club

EMERGENCY PROCEDURES

There are a number of situations where an emergency evacuation of an area might be necessary. As well as fire routines, they include a situation where it is necessary to get everyone inside a building urgently.

The following procedures will be practiced at least half termly (and with new children and staff) and will be recorded in accordance with our health and safety policy.

The club manager will identify any disabled staff and children who may need additional assistance in the case of an emergency. Personal emergency action plans will be developed in consultation with children and their parents/carers and playwork staff/other adults who may not be able to manage their escape into or out of the building unaided.

Parents/carers or other named contacts will be contacted as soon as practicably possible.

Fire or Other Emergency Evacuation Procedure

In the case of a fire, or other emergency evacuation, the following will apply:

- Operate the alarm (fire alarm point, gong, bell or whistle) and call the relevant Fire and Rescue Service.
- Play workers gather children and escort them via the nearest fire exit to the designated assembly point at the top of the playground.
- Close all doors and windows in the vicinity of the fire to prevent spread.
- The first play worker to leave the building should carry the register.
- The member of staff who is nominated to be the last to leave the building should check toilets and cloakrooms and should then take all reasonable steps to check that the building is clear.
- On reaching the assembly point a roll call should be taken immediately to identify whether everyone is accounted for.
- During this procedure no person or child should return into the building for any reason.
- The first fire-fighting team to arrive should be informed of any missing persons and their last known whereabouts. They should also be informed of the last known location of the fire.
- Pending the arrival of the Fire Brigade, staff may carry out such fire fighting as can be done without danger to themselves, whilst maintaining suitable supervision of all the children.
- When deemed safe and appropriate, the children will be escorted from the assembly point to the school hall to await further instruction/collection by parents/carers/emergency contacts.
- Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened and filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit www.hse.gov.uk).

- Care and Social Services Inspectorate Wales will be informed the same day.
- All members of staff will review the reasons for it happening and the club identifies and implements any necessary measures to prevent it from happening again.
- The Club's insurance company will also be notified.

Reverse Emergency Procedure

In the case of a reverse emergency, the following will apply:

- Operate the alarm/signal.
- Assemble the children and count them.
- Escort the children inside closest accessible entrance.
- The member of staff who is nominated to be the last to re-enter the building should check that the vacated area is clear.
- Ensure all access points are secure and locked where necessary, to prevent any unauthorised access to the club, or unauthorised exit from the club.
- Take a roll call to ensure everyone is accounted for.
- Contact relevant emergency services and await assistance if necessary. They should be informed of any missing persons and their last known whereabouts if applicable.
- Liaise with emergency services about contacting parents/carers.
- Once the situation has been resolved, an incident form must be completed immediately after the event explaining exactly what happened and filed in accordance with the health and safety legislation where necessary (Contact Health and Safety Executive or visit www.hse.gov.uk).
- Care and Social Services Inspectorate Wales will be informed the same day.
- All members of staff will review the reasons for it happening and the club identifies and implements any necessary measures to prevent it from happening again.
- The Club's insurance company will also be notified.

This policy was adopted by: Little Disciples OSC	Date: April 2016
To be reviewed: January 2017	Signed: <i>(Club Manager)</i>