

Louie's Helping Hands

EMERGENCY EVACUATION/CLOSURE POLICY

CHAIRPERSON: SARA LLEWELLYN

DATE AGREED: 22 FEBRUARY 2017

DATE OF NEXT REVIEW: 22 FEBRUARY 2018

ALL, STAFF HAVE ACCESS TO THIS POLICY AND SIGN TO THE EFFECT THAT THEY HAVE READ AND UNDERSTOOD ITS CONTENT

Louie's Helping Hands

Emergency Evacuation/Closure Procedure

Louie's Helping Hands will make every effort to keep the charity open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- 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 pupils and staff are kept safe. If it is necessary to evacuate the charity, the following steps will be taken:

- If appropriate a member of staff will contact the emergency services.
- All pupils 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 teaching assistants who work 1:1 with the pupil's will take the charity phone and the register from the therapy room (including emergency contact details) providing that this does not put anyone at risk.
- Once at assembly point the register will be taken and all pupils and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The board of trustees will contact parents to collect their children.
- All children will be supervised until they are safely collected.
- If after every attempt, a child's parent or carers cannot be contacted, the school will follow its **Uncollected Child** procedure.

This policy was adopted by Louie's Helping Hands	Date: 19 th May 2016
Reviewed on: 22 nd February 2017	Signed: S J Llewellyn
To be reviewed: 22 nd February 2018	