EMERGENCY PLAN

Welfare Requirements Links:
Safeguarding
Suitable People
Suitable Environment, Premises & Equipment
Staff: child ratios
Information and records

It is important that if an emergency is to arise staff are able to act accordingly.

An emergency could be a fire, an accident, an illness or anything else that is unexpected, it may involve just one staff member it may involve several people.

It is impossible for us to be able to predict an emergency, but it is possible for us to be prepared for one.

The following procedures have been devised in preparation for an emergency:

- Always have access to a phone- my personal mobile and work mobile phone are always within reach
- Always have to hand and carry an up to date list of the children's parents contact numbers.
- Having surplus staff that we can call upon for help and support during an emergency.

If an emergency occurs the following processes and procedures will be followed:

- Do not panic, keep calm and take a few deep breaths.
- Deal with any injuries
- Usage of appropriate resources if possible/safe to do so e.g. fire blankets, fire extinguishers.
- Check the safety of all of the children, if possible remove them from the immediate area; never leaving them unattended.
- If necessary phone for the required emergency services or doctor. Ensure you are speaking to the correct person, identify yourself and explain clearly why you are calling.
- Contact the child's parents. If a message is left make sure it is brief, but gives all of the necessary information without causing panic to the parents/carers. Remember to leave a contact number so that they can get in touch.

Local Defibrillator
We have our own defibrillator outside the main entrance. Staff have all received training on how to use it should the need occur.

Fire Marshall's for KLT's are the Management Team.

Devised January 2014