



## Emergency Evacuation and Closure Policy

Mighty Oaks Before and After School Club will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice. The Club will follow guidelines within the Epworth Trust Health and Safety Policy.

Possible reasons for emergency closure include:

- Serious weather conditions.
- Heating system failure.
- Burst water pipes.
- Fire or bomb scare/explosion.
- Serious accident or illness.

In the event of an emergency, our primary concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

- If appropriate the manager or deputy manager, if there is not a member of the Senior Leadership Team in school, will contact the emergency services.
- All children will be escorted from the building to the Club's designated 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 manager or deputy manager will check the Club premises and will collect the register, emergency contact details and an iPad to access Bromcom.
- The register will be taken and all children and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The manager or deputy manager will contact parents/carers to collect their children.
- All children will be supervised until they are safely collected. If children remain uncollected after a reasonable time has been allowed, refer to guidelines within Uncollected Children Policy.

### Contact numbers

School Senior Leadership Team member: Joanne Buckley 07554421471

Police/Fire: Emergency 999

Leigh Police Station: 0161 856 7229

Social Care Duty Team: 01942 828451

Social Care Duty Team out of hours contact: 01942 828300

Ofsted: 0300 123 1231

<u>This policy was adopted by:</u> Mighty Oaks Before and After School Club	<u>Date agreed:</u> 1 <sup>st</sup> August 2020
<u>To be reviewed:</u> August 2022	<u>Signatures:</u> Club Manager: Epworth Trust: