**EMERGENCY PROCEDURES**

**Fire**

* **When alarm is raised bell to be rung.**
* **Manager will clear and check the building.**
* **Nominated person to collect registers and Daycare Records and a mobile phone.**
* **Remaining staff to guide children to the assembly point (pub garden area).**

**Child or member of staff seriously ill or involved in an accident**

* **One member of staff to deal with “problem” unless further assistance is required.**
* **Children to be distracted by remaining staff.**
* **If the problem requires more assistance, then children to be moved away from “problem” area and Story Time procedures to be used.**

**Emergency Lockdown**

* **Front facing doors and windows are secured until further instruction received.**
* **Register, Daycare records and a phone collected by a member of staff if and when safe to do so.**
* **Door not to be opened once secured until the manager is officially advised “all clear” or is certain it is emergency services at the door.**
* **Curtains and blinds are closed where possible.**
* **Children to be gathered together in a safe area to be decided by the manager at the time.**
* **Staff do NOT make non-essential calls on mobile phones or landlines, or call 999 (again) unless there is immediate concern for safety of adults and/or children, or they feel they have critical information that must be passed on.**

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