



## **EMERGENCY PROCEDURE AND EMERGENCY CLOSURE POLICY**

### **PRINCIPLE**

We aim to have a contingency plan in place should an emergency ever arise at Primrose Hill.

### **STATEMENT OF INTENT**

#### **Primrose Hill believes that:**

- A plan of action is essential for the welfare of all staff and children in the event of an emergency at Primrose Hill
- Trial runs of this emergency plan should be carried out at least annually by staff to ensure that all staff are aware what would happen. This emergency plan would be carried out during a staff meeting in the evening

### **PROCEDURES**

Should an emergency arise such as a fire where we must evacuate, Primrose Hill should:

- Follow the fire drill procedure
- Take all the children to the furthest point in the car park, proceed to contact parents/guardians and ask them to collect their children immediately
- The manager will contact all the required authorities in relation to the emergency, including the owners and our registering body Health and Social Care Trust
- Details of the event will be recorded in our incident file

In the unfortunate event of an accident occurring to a child at the unit, on a trip or in the case of an emergency which requires hospital attention then the supervisor will contact the child's parents/guardians immediately and then call an ambulance, then the manager.

Parents/guardians will be expected to meet the staff member and child at the hospital. The staff member will remain with the child, reassuring them and comforting them until the parent/guardian arrives. The staff member will remain there until the parents have been given full and detailed information about the emergency.



Full details of the incident will be recorded and where appropriate the matter will be reported to the Northern HSC Trust and Health and Safety Executive, in accordance with legislative requirements.

## **Emergency Closure**

We endeavour to provide continuity of our services however on rare occasions it may be necessary to close the nursery either fully or on a partial closure basis. This may be due to a range of reasons including:

- Adverse weather conditions
- An outbreak of a virus or infection
- Unforeseen circumstances making the building unsuitable or not safe for use

If a situation arises overnight, a decision to close the nursery either on a full or partial basis will be made as soon as possible by the managers or the supervisor in charge if the management is not available.

Decisions on nursery opening and places available will be made locally dependent on local circumstances and local conditions by the Managers. In the event where a decision is made to either fully close or partially close nursery places parents/carers will be telephoned/texted (wherever possible) by a member of staff. Therefore, it is important to ensure the nursery has your correct contact details if we need to contact you.

In the event of adverse weather conditions staff will endeavour to make every effort to get into work, however at times, due to staff travelling distances this may not be possible. Under these circumstances' children will only be accepted into nursery by staff if sufficient staff are on site to ensure the health and safety of both staff and service users on the site can be maintained and the correct adult/child ratio in the nursery can also be maintained. We strongly advise if something happens which gives you cause for concern – for example bad weather – please contact the nursery before you set off for nursery to check conditions and confirm whether the nursery is fully open or whether there are restrictions on numbers of places open at that present time.

You can do this by:

- Contacting the nursery directly by telephone



Primrose Hill Daycare  
& Nursery School  
FREEDOM TO FLOURISH

- If you have access to the Internet, look on the website or visit our Facebook page. If you become a 'friend' via Facebook, you will be kept informed when the page is updated.
- Our Family App

We will endeavour to keep parent/s carers informed by:

- Where possible contacting parents/carers by telephone/ Family app
- Updating our individual nursery information on Facebook and the website on a regular basis.

Should an emergency occur throughout the day whilst children are in nursery, staff will contact parents/carers as soon as possible if the decision is taken to close the nursery. Therefore, parents are asked to keep the nursery informed of any changes to telephone numbers and or addresses and emergency contacts.