

Emergency Evacuation/Closure Procedure

ASD Stars will strive to keep its doors open, but in unforeseen circumstances, we may need to close at short notice.

Potential reasons for emergency closure include:

- Severe weather conditions
- Heating system malfunctions
- Burst water pipes
- Fire or bomb threats/explosions
- Death of a staff member or child
- Assault on a staff member or child
- Serious accidents or illnesses
- Global epidemics

In such emergencies, our utmost priority is the safety of both children and staff. Should evacuation become necessary, the following steps will be taken:

- If appropriate, the manager or session supervisor will contact emergency services.
- Children will be escorted from the premises to the assembly point using the nearest safe exit.
- No attempts will be made to retrieve personal belongings or re-enter the building after evacuation.
- A designated staff member will check the premises and collect the register (including emergency contact details), provided it does not pose a risk.
- Before leaving the building, the designated person will secure all accessible doors and windows, if safe to do so.
- The register will be taken, and all children and staff accounted for.
- If anyone is missing from the register, emergency services will be immediately notified.
- Parents will be contacted to collect their children, utilizing the emergency contacts list if the register is unavailable.
- Children will be supervised until safely collected.
- In cases where parents or carers cannot be reached, the Club will follow its Uncollected Child procedure.

Should the Club need to close temporarily or relocate due to an emergency, we will notify Ofsted promptly.

This policy was established by: ASD Stars	Date: 20/10/2024
To be reviewed:1/09/2026	Signed:

Prepared in accordance with the Statutory Framework for the Early Years Foundation Stage (2017): Safeguarding and Welfare Requirements: Health [3.45-3.46]