

The Avenue Children's Centre

Contingency Arrangements in case of Emergency

In the event of an emergency during the open hours of the setting we would evacuate the building and gather at the evacuation point, see Fire Evacuation Procedure.

A register is called and checked by senior staff.

We would follow any instructions given by the emergency services.

If it is necessary to leave the premises we would take registers containing the contact details of all the parent/carers and proceed to the library in an orderly fashion.

All parents/carers would be contacted and asked to collect their children from there.

Any children who are unable to be immediately collected will stay with at least two members of staff until they are collected by an authorised adult.

On no account may anyone re-enter the building unless they have been told by senior staff who have been informed by the emergency services.

In the occurrence of the need to Lockdown, all children will be taken to the 'Sensory' room, there are no outside doors or windows to this room

Date; **May 2022**

Review; **May 2023**