

## **Take 2 Cornwall**

### **Emergency Evacuation/Closure Procedure**

Take 2 Cornwall will make every effort to keep open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Death of a member of staff or young person
- Assault on a staff member or young person
- Serious accident or illness

In the event of an emergency, our primary concern will be to ensure that both young people and staff are kept safe. If it is necessary to evacuate Take 2 Cornwall, the following steps will be taken:

- If appropriate the manager or session supervisor will contact the emergency services.
- All young people will be escorted from the building to the assembly point using the nearest safe exit.
- No attempt will be made to collect personal belongings, or to re-enter the building after evacuation.
- A nominated member of staff will check the premises and will collect the register (including emergency contact details) providing that this does not put anyone at risk.
- Before leaving the building, the nominated person will close all accessible doors and windows, if it is safe to do so.
- The register will be taken and all young people and staff accounted for.
- If any person is missing from the register, the emergency services will be informed immediately.
- The manager will contact parents to collect their young people if Take 2 Cornwall Transport cannot be provided. If the register is not available, the manager will use the emergency contacts list (which is kept off site).
- All young people will be supervised until they are safely collected/taken home.
- If after every attempt, a child's/young person's parent or carers cannot be contacted, Take 2 Cornwall will follow its **Uncollected Child/Young Persons** procedure.

If Take 2 Cornwall has to close, even temporarily, or operate from alternative premises, as a result of the emergency, we will notify Ofsted.

**Ofsted's address is: Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD Telephone: 0300 123 1231**

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55]*

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|---------------------------------------------|--------------------------------------------------------------------------------------------|
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