



## **Emergency Plan Procedure**

There may be situations that arise that mean we need to initiate our emergency plan procedure. Situations may be events such as loss of heating, water, chemical spill or widespread illness such as an influenza pandemic. In these situations, we need to make decisions as to whether to remain open or close the setting. This decision will be made in conjunction with the school (St Augustine's), WOEC (WOEC & First Steps), Portland Town Council (Brackenbury) and the manager or person in charge at the time taking into account advice from the Local Authority.

If the setting needs to close, then parents will be contacted as soon as possible using the contact numbers and emergency contact numbers given to the setting at the time of registration and also via Family. It is therefore vital to keep contact details up to date to enable this to happen. Staff will obviously remain until all children have been collected. It will then be decided when the setting is to reopen and other parents not necessarily affected at the time of closure will need to be informed.

If the setting can remain open safely and legally then it will do so.

## **Influenza/COVID 19 pandemic**

In the situation of an influenza/COVID 19 pandemic it will be extremely important to reduce the risk of the infection spreading, while the setting remains open. This can be done in the usual ways such as regular and thorough handwashing, use and proper disposal of tissues, and staff protective clothing such as aprons and gloves when dealing with body fluids. Children and staff will be reminded regularly of hygiene issues. Cleaning procedures will be stepped up with regular cleaning during sessions in toilet areas, handles and surfaces.

- Any child showing signs or symptoms of illness will be separated from the other children and collected by parents.
- Any staff member showing signs and symptoms will be sent home immediately.
- Any staff member or adult or child showing signs of flu like symptoms will be advised to seek medical advice.
- In this event occurring parents will be sent a letter explaining the procedures.
- There may be circumstances where the local health authority advises the setting to close temporarily in order to contain the spread of infection. In this situation all parents will be contacted individually to explain the situation and the possible length of the closure as well as health advice.
- We will ensure all parents contact details are up to date.
- Should it be necessary to close the setting families will be contacted by email or telephone during the closure period to give activity ideas for the children and maintain contact.

Reviewed September 2022