



Allsorts Emergency Plan Procedure

Purpose

This procedure outlines the steps that are taken in the case of an emergency situation.

Situations may be events such as loss of heating, water, chemical spill or widespread illness such as an influenza or COVID 19 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), 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.