

# **Swift Sports Coaching Emergency Evacuation and Closure policy**



### History of most recent policy changes

Version	Date	Reason for Change
V1	7 <sup>th</sup> August 2017	Creation
V2	August 2019	Review
V3	August 2021	Review
V4	August 2022	Review
V5	August 2023	Review
V6	August 2024	Review

Swift Sports Coaching will make every effort to remain operational but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons (and are not limited to) for emergency closure:

- ☐ Serious weather conditions
  - ☐ Burst water pipes
- ☐ Fire or bomb scare/explosion
- ☐ Death of a member of staff or child
- ☐ Assault on a staff member or child
  - ☐ Serious accident or illness

In the event of an emergency our main concern will be to ensure that both children and staff are kept safe. If it is necessary to evacuate the course, we will take the following steps:

- ☐ If appropriate, senior staff will contact the emergency services.
- ☐ All children 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 designated person will close all accessible doors and windows.
  - ☐ The register will be taken and all children and staff accounted for.
  - ☐ If any person is missing from the register, we will inform the emergency services immediately.
- ☐ Senior staff will contact parents to collect their children. If the register is not available, the manager will use the emergency contacts list (At Head Office).
  - ☐ All children will be supervised until they are safely collected.