



EMERGENCY EVACUATION/CLOSURE POLICY

Policy Title	Emergency Evacuation/Closure Policy
Issue Date	March 2026
Review Date	March 2028
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Agreed by	Board of trustees

Emergency Evacuation/Closure Procedure

LEAPS Suffolk will make every effort to keep the Club open, but in exceptional circumstances, we may need to close at short notice.

The following are possible reasons for emergency closure:

- Serious weather conditions
- Heating system failure
- 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
- Lockdown due to Covid-19 or other infectious diseases and in line with government guidance

In the event of an emergency our primary concern will be to ensure that everyone is kept safe. If it is necessary to evacuate the Club, the following steps will be taken:

- The manager or session lead will check the fire panel which is located by the front door. They will then check the premises for a fire and if necessary, contact the emergency services.
- The remaining staff will follow instruction from the Group Leads and escort the children/young people from the building, using the nearest available exit, around the outside of the building and go to the nearest assembly point on the field.
- 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, if it is safe to do so.
- The register will be taken and all attendees and staff accounted for. If any person is missing from the register, the emergency services will be informed immediately.
- The manager or session lead will contact parents/carers as per the emergency contact sheet and ask them to collect their child
- All individuals will be supervised until they are safely collected. If after every attempt, a parent/carer or the 2nd and 3rd contacts cannot be contacted, the Club will follow its Uncollected Person procedure.
- If the Club 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