



Greenshoots Pre-school

EMERGENCY AND LOCK DOWN **PROCEDURES**

Should there be an emergency or call for lock down procedures to be executed, parents/carers are NOT to make their way to the setting as staff and children may have had to leave the premises. Parents/Carers attending the setting could prevent access to the site by emergency services. Parents/Carers will be contacted as soon as staff are able to give them a run down on the incident and the collection procedures to be followed. Parents/carers should also be reminded that they should not attempt to call the setting direct in the event of such incidents as this may potentially block the phone line preventing the calling and receiving of calls from the emergency services.

This Policy and Procedure is available on request only, should parents/carers wish to read it. It will need to be read on site and is not to leave the building at any time, this will ensure information exposed to the public is limited where necessary.