



ELHAP Emergency Planning Policy

Aims and objectives

The aim of the ELHAP Emergency Planning Policy is to manage the effects of any emergency that might occur within ELHAP so that every reasonable step is taken to:

- prevent or minimise the loss of life and injury to users, visitors, staff and volunteers;
- alert relevant parties, for example, the emergency services, the local authority, parents and carers and Trustees;
- take control at the scene until the emergency services arrive;
- minimise disruption to the normal daily routine of users, visitors, staff and volunteers;
- support staff, volunteers, users and parents in the aftermath of an incident;
- ensure effective working with the media.

We recognise that planning is essential if emergencies are to be managed effectively. We cannot plan in detail for every possible scenario, but our generic plan ensures that those involved in the initial stages have a firm basis from which to develop their response.

The basic emergency plan

ELHAP maintains an up-to-date contact directory (including out-of-hours information). This is updated annually and is available from the general office.

The contact directory defines the role to be played by each member of a core team including the ELHAP Trustees, Manager, senior staff, caretaker (if on site) and staff. The directory distinguishes between the declaration of an emergency in and out of opening hours.

The general office is the designated coordination point.

The fire alarm will be sounded in the case of any emergency that requires the evacuation of the ELHAP premises. Procedures and evacuation routes are displayed in each room within ELHAP.

The Manager, or next senior staff member in their absence, is responsible for managing information exchange between staff, service users, trustees, parents, carers and the local authority

Types of emergency

Emergencies at ELHAP: ELHAP recognises that there cannot be a separate written plan to cover every possible emergency. Core staff training includes regular discussion of the steps to be taken in the event of a more common emergency, including a deliberate act of violence, fire, the destruction or serious vandalism of part of ELHAP, or public health threats (e.g. meningitis, swine flu).

Emergencies off-site: ELHAP recognises that some emergencies which occur off the ELHAP site can affect its staff or service users. Core staff training includes regular discussion of the steps to be taken in the event of an emergency happening outside of ELHAP. Examples include the death of a service user or member of staff through natural causes or accidents, or a transport-related accident involving service users and/or members of staff or family members.

Weather/Natural Occurrences: ELHAP will inform parents and carers as soon as possible of any likelihood of closure due to severe weather, or if service users are being sent home early or at short notice.

Monitoring and review

ELHAP's procedures for emergencies will be monitored by the Manager as part of his or her regular duties. A report will be presented to the ELHAP Board of Trustees on an annual basis.

This policy will be reviewed by the ELHAP Board of Trustees every three years or sooner if necessary.