



Blackwood Primary School ELC



Closure Strategy

Aim / Rationale

To ensure procedures are in place that inform parents and staff what to do in the event of an emergency closure.

This should be read in conjunction with the information contained in the Fire/Evacuation Procedures.

Implementation

Staff should:

- Ensure that emergency contact records are completed and maintained. Places to check contact details are updated include Care Plans, pick up lists, registers, emergency contact file and passwords.
- Ensure emergency contact details should be easily accessible. A copy of these can be located in the playroom cupboard.
- Contact Fiona Roach / Early Years Manager for advice on closure (01698 455698 / 01698 454474). Emergency contact number for out of office times - 07795454361.
- Inform parents / carers of reasons for closure.
- Make every effort to contact parents / carers.
- Implement procedures for evacuation. If the building is deemed to be unsafe in any way, the school evacuation procedure must be adhered to. (See Fire Evacuation Procedures for detailed information)
- In emergency situations the primary school and nursery class will be accommodated in the first instance in St Johns Primary School. Failing that we can be accommodated within
- Please see attached 'Adverse Weather' procedure for further information on an emergency closure.

Contact South Lanarkshire Council
(Telephone 07795 454361 or 01698 454445 - day time only).