

BATHGATE EARLY YEARS CENTRE

POLICY FOR School Emergency Action Plan
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- Request to parents that emergency procedures be in place for child should an emergency closure be necessary.
- Mobile phone is held in centre.
- Emergency contact procedure is through use of Text Message via GROUPCALL.
- Emergency contact numbers for staff updated annually in August in line with Business Continuity Plan.
- In the event of absence of H.T. , Nursery Teacher would assume responsibility and follow emergency closure procedures take advice from SMT.