



G&T Events Ltd (trading as Future Survival)

Emergency Procedure Policy

This is a core policy that forms part of the induction for all staff. It is a requirement that all members of staff have access to this policy and sign to say they have read and understood its contents.

Date written: 2nd June 2025

Date of last update: 2nd June 2025

Date agreed and ratified by: 3rd June 2025, Mr G Broadbent, Director

Date of next full review: 1st June 2026

This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.

1. Purpose

This policy outlines the procedures to follow in the event of:

- An unauthorised or potentially dangerous person on site, and/or
- A missing child or vulnerable adult.

The aim is to ensure the safety and well-being of all children, young people, staff, and visitors at **Future Survival**.

2. Unauthorised Person on Site

Definition

An unauthorised person is any individual on the premises who:

- Has not signed in or been verified by a staff member;
- Is behaving in a suspicious, aggressive, or inappropriate manner;
- Is believed to pose a threat to the safety of others, particularly children or vulnerable individuals.

Procedure

If an unauthorised or threatening individual is identified:

1. **Alert** staff discreetly and immediately.
2. **Mag-Lock Activation:** If it is safe to do so, the **main activity room will be locked down using the magnetic locking system** to restrict access to children and staff.
3. **Secure the Children:**
 - Move children and vulnerable individuals to the designated safe zone (or lockdown area).
 - If necessary and safe, use **fire exits** to evacuate children to a secure location outside the premises.
4. **Call Emergency Services:**
 - Dial **999** and provide accurate details of the incident, including a description of the intruder, location, and actions taken.
5. **Await Police Guidance:**
 - Follow police or emergency services instructions upon arrival.
 - Do not attempt to physically confront the individual.
6. **Communication:**
 - The **Designated Safeguarding Lead (DSL)** or senior staff member will liaise with authorities and notify parents/carers if required.

Post-Incident Review

- Complete a detailed **incident report**, including:
 - Time of entry, staff response, evacuation details, and outcome.
- Conduct a **debrief with staff**.
- **Review and update procedures** to improve response in future incidents.

3. Missing Person Procedure

Definition

A missing person is defined as a child or vulnerable adult who is unaccounted for during a session and cannot be located within the immediate area.

Immediate Actions

1. **Raise the Alarm:**
 - Notify the DSL and senior staff member immediately.
2. **Initial Search:**
 - Conduct a thorough and swift search of:
 - All rooms, toilets, store cupboards, stairwells, and hiding spaces.
 - Outdoor areas, car parks, and surrounding premises.
3. **Call the Child's Name:**
 - If safe and appropriate, involve other staff in calling out to the child in case they are hiding or unaware they are considered missing.

Escalation

If the child or vulnerable adult is not located within **10 minutes** (or sooner if circumstances suggest danger):

- **Notify the Police (999).**
- Contact the **child's parent or guardian** immediately.
- Provide a description of the individual and last known location to all parties.

Incident Recording

- Record all details including:
 - Time individual was noted missing;
 - Staff present and actions taken;
 - Timeline of searches and communication;
 - Outcome and police reference (if applicable).

Aftercare and Review

- Offer support to staff and children involved.
- **Debrief and review procedures** to identify any gaps or failures.
- Update risk assessments and training as needed.

4. General Lockdown Procedure

A general lockdown will be initiated when there is a potential or confirmed threat to safety either on-site or nearby. This may include intruders, violent incidents, or danger from outside (e.g. nearby police activity).

Lockdown Signal:

- A verbal or radio instruction from a senior staff member.

Procedure:

- All staff to secure their area and move children away from doors and windows.
- Lock internal doors if possible.
- Switch off lights and keep children calm and quiet.
- Staff must not leave the room or building unless directed by emergency services.
- If safe, the **mag-lock** will be activated to secure the main activity room.
- Use radios to communicate discreetly and confirm safety of each group.
- Await further instructions from senior staff or emergency services.

5. Evacuation Procedure

An evacuation will be called in the event of a fire, gas leak, structural risk, or other incident where it is safer to leave the building.

Evacuation Signal:

- Continuous fire alarm or direct instruction from senior staff.

Procedure:

- Evacuate immediately via the **two designated fire exits**.
- **Do not stop to collect personal belongings.**
- Lead groups calmly to the **assembly point outside Gravesham Community Hospital** (next door).
- Conduct a headcount and check attendance against the register.
- Remain at the assembly point until given the all-clear by the emergency services or site lead.

6. Safeguarding Emergency – DSL/Deputy DSL Unavailable

If a safeguarding concern arises and neither the Designated Safeguarding Lead (DSL) nor Deputy DSL is available:

Procedure:

1. **Do not delay action.** If a child is at immediate risk of harm, call **999**.
2. Record the concern in as much detail as possible using factual, non-judgemental language.
3. Report the concern to a senior staff member who will:
 - Contact the **Local Authority Designated Officer (LADO)** if the concern involves a staff member.
 - Contact **Children's Social Care** for any child protection concern.
4. All staff should refer to the **Safeguarding and Child Protection Policy** for detailed guidance.

Key External Contacts:

- **Kent Integrated Children's Services/ Children's Social Work Services**
 - [Kent Integrated Children's Services Portal](#) – select 'urgent' if there is an immediate risk/concern
 - Front Door Service: 03000 411111
 - Out of Hours Number: 03000 419191

7. Prevention Measures

To minimise risks:

- All external access doors remain locked and monitored.
- Children are supervised at all times in secure areas.
- Registers are taken for every session.
- Children are only released to authorised adults listed on registration forms.
- Staff are trained to recognise suspicious behaviour and respond to emergencies.

8. Key Roles

- **DSL:** Graham Broadbent
- **Emergency Contact:** 07852988783, commander@futuresurvival.co.uk
- **Emergency Services:** 999