

# Crisis and Emergency Procedures Policy

Policy Management	
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Date of Next Review: <i>November 2026</i>	
Responsibility: <i>Manager, Bee-Able CIC</i>	Name: <i>Sharon Senior</i>
Signed:	Date:

## 1. Purpose

To set out how Bee-Able CIC prepares for and responds to emergencies so people stay safe during fires, medical emergencies, equipment failure, severe weather, and other crises.

## 2. Scope

This policy applies to all staff, volunteers, service users, families, visitors and venues involved with the organisation.

## 3. Preparedness: Key Actions

- ☒ Maintain up-to-date Emergency Plan documents for each venue.
- ☒ Carry out regular risk assessments (fire, flood, severe weather, trips).
- ☒ Keep emergency contact lists for service users, carers, and professionals.
- ☒ Ensure first aid supplies and trained first-aiders are available.
- ☒ Keep up-to-date equipment checks (alarms, fire extinguishers, lighting).

## 4. Fire and Evacuation Procedures

- Each venue has a clear evacuation plan and identified assembly points.



- Staff must know escape routes and who is responsible for roll-call.
- Regular evacuation drills are carried out and recorded.
- If someone is missing after evacuation, staff notify emergency services immediately.

## **5. Medical Emergencies and First Aid**

- Attend to immediate medical needs using trained staff and first-aid kits.
- Call 999 if life is at risk.
- Notify parents/carers and record actions taken.
- For serious incidents, follow local NHS guidance and notify the Manager.

## **6. Equipment Failure / Utilities**

- For failures (heating, power, water), staff follow venue contingency plans: keep people warm, safe, and if necessary, suspend activities and arrange safe transport home.
- Manager decides on closure and notifies families.

## **7. Severe Weather and Closure**

- We will monitor forecasts and use risk assessments to decide on closures.
- If closing, we notify families by email/text and update web/social channels where possible.

## **8. Reporting and Notifications**

- All emergencies are recorded in an incident log with times, actions and outcomes.
- For serious incidents, notify: local authority safeguarding team, trustees, insurer, and if relevant, the Health & Safety Executive (RIDDOR).
- Debrief after any major incident to learn and update plans.

## **9. Training and Drills**

- Staff receive emergency procedure training on induction and regular refreshers.



- First-aid and fire-safety training are kept current.

## **10. Monitoring and Review**

We will review our practices regularly and this policy every year, or after any legal change or incident, to make sure it stays relevant and effective.