

Crisis and Emergency Procedures Policy

Policy Management	
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Date of Last Review: <i>November 2025</i>	
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.