



<b>EMERGENCY PROCEDURE AND DETAILS:</b> Mill Woods - GATE TO BE LEFT UNLOCKED DURING ALL SESSIONS FOR EMERGENCY ACCESS AND EXIT	
<b>Location name:</b> Mill Woods main site Site grid ref: <b>TQ516 138</b> <b>WHAT 3 WORDS –</b> <b>flagpole.moves.booth</b>	<b>Address:</b> Mill Woods, Vert lane off Park Lane, Nr Laughton, Postcode BN8 6BP
VEHICLE ACCESS AT THE JUNCTION OF PARK LANE AND VERT LANE: <b>TQ 514 139</b> <b>WHAT 3 WORDS – taper.sunk.amps</b>	Woodchip Bay (CAR PARK and MEETING) <b>TQ 520139</b>
<b>Where to meet emergency services:</b> If staffing allows. Member of staff to meet emergency services at Pak lane /Vert lane entrance. <b>TQ 514 139</b> <b>WHAT 3 WORDS – taper.sunk.amps</b> Another member to direct over the bridge at <b>TQ 515 139</b> <b>WHAT 3 WORDS – angry.career.legs</b> Then direct to incident/casualty.	
<b>Type of access to the site:</b> normal vehicular access plus a bit on foot depending on the location of casualty.	<b>Suitable helicopter landing area:</b> Field off Lewes Road  <b>Grid ref: TQ5113</b>
Nearest AED Defibrillator	<b>Nearest A+E: Eastbourne District General</b> Phone no. 01323 417400 Address King's Road. Eastbourne, East Sussex Postcode BN21 2UD
<b>Less urgent</b> (e.g. broken bones) – Uckfield Hospital Minor Injuries Unit – 01825 769999 OR Lewes Victoria Hospital – 01273 474153	<b>Site owner/manager contact details:</b> Name: Tom Ottoway Mobile no.07984578778
<b>Nearest landline:</b> Joinery/Unit C Park Lane Industrial Units, Lewes BN68BP Phone no. 01273 477860	<b>Mobile phone reception?</b> Yes, better reception on the byway We also use walkie talkie
Where Local police? - Lewes Location- 6 North Street, Lewes BN7 2PA Phone no. 01273 470 101	<b>Contact details of leader</b> Name: Marina Robb 07966514469 Mark Lloyd 07961015307 Charlie Irving 07776311005
<b>Any other useful information:</b> Procedure and roles of people in an emergency – lost child and first aid – overleaf...	

## **LOST CHILD POLICY:**

### **Procedure:**

1. CLR Leader to check and agree the time, when and where child was last seen;
2. CLR Leader and one member of nursery/school/partner staff to search for child, while other staff hold the group. Nursery/school/partner staff to hold register and parent contact information.
3. Spend 10/15 minutes looking for child; After 10/15 minutes CLR Leader and nursery/school lead to call the police and parent, other staff to continue to search
4. Meet police at West Point. **WHAT 3 WORDS – taper.sunk.amps**

## **FIRST AID INCIDENT:**

### **If a minor problem –**

Either pre-agreed that nursery/school staff are responsible for First Aid or CLR Leader.

### **In case of serious accident –**

1. CLR Leader to call 999. Staff to locate medical information
2. Staff to conduct emergency first aid if required/possible
3. CLR Leader to go to gate to meet emergency services: **WHAT 3 WORDS – flagpole.moves.booth**
4. Adult/staff to stay with children.
5. CLR to fill in accident form and pass on information in accordance with RIDDOR.
6. Keep a record of all events, times and contacts during and after the incident.