



Forever Angels Baby Home **Policy on: Emergency Procedures**

This policy is to ensure that staff and volunteers at Forever Angels act responsibly and efficiently in any emergency situation.

Emergencies may include – Fire, Flooding or any other Serious Accidents which may endanger the children or staff at the Baby Home.

With the lack of reliable emergency services in Mwanza – staff must use their initiative and common sense to ensure that in any emergency – the main priority is the children and other staff and their immediate safety.

In the event of a fire, flood, collapse of a building or any other serious danger to the children – all children should be taken outside as quickly as possible. They should assemble at the far end of the Forever Angels grounds, in Amy/Ben's House or Garden (as appropriate) away from the danger, and the On-Site Managers should be contacted immediately.

All children should be accounted for and kept safe away from the building.

In the case of a fire – children and staff should be immediately vacated from the building and taken to the furthest corner of the Forever Angels Grounds – at Amy and Ben's House. All children should be immediately accounted for. Power and gas will be immediately disconnected from the outside by Askari's. Attempts will be made by the Grounds men and available staff to put out the fire and a phone call will be made, by a manager, to Knight Support to ask for their Fire Engine. To reduce any such emergency – fire alarms will be fitted and regularly checked throughout the Baby Home, and fire extinguishers will be available in each building.

In the case of a flood – children and staff should be immediately vacated from the building and taken to the furthest corner of the Forever Angels Grounds at Amy and Ben's House. All children should be immediately accounted for. Power, gas and water will be immediately disconnected from the outside. Attempts will be made by the Grounds men and available staff to clear out as much water as possible. A dry and safe environment will be regained as soon as possible with the help of volunteers from the community.

In the case of a building collapse – children and staff should be immediately vacated from the building and taken to the furthest corner of the Forever Angels Grounds – at Amy and Ben’s House. All children should be immediately accounted for. Power, gas and water will be immediately disconnected from the outside. Building contractors will be contacted immediately to make the building safe. Attempts will be made by the Grounds men and available staff to clear out as much debris as possible. A safe environment will be regained as soon as possible with the help of volunteers from the community.

In other emergency situations – staff must contact the On-Site Managers immediately and use their common sense to deal with the situation – keeping in mind at all times that the priority is the safety of the children and themselves.

Emergency Phone Numbers:

Knight Support – 0756 888086 / 0756 044747 / 0754 777086

Amy Hathaway – 0755 687773

Ben Hathaway – 0748 591808

Lilian Ayoub – 0768 852984

Josephine Phabian – 0787 400383

Mwanza Police – 0754 698904

Doctor Rob – 0687 084038

Social Welfare – 0755 636160

Forever Angels Baby Home NGO September 2011 – To be reviewed in 2015