

# MPV Emergency Procedures- EDITION 1

## Emergency procedures

### If the MPV breaks down whilst on an outing:

- Move the vehicle off the carriageway (onto the hard shoulder if on a dual carriageway and one is available) Switch on the hazard warning lights (do not try to position the emergency triangle if on a busy dual carriageway)
- If this is not possible, move the vehicle as far away from moving traffic as you can.
- Put wrist straps on the children.
- Move the children out via the nearside of the vehicle and as far away from it and other traffic as possible. No one should stand between the vehicle and oncoming traffic.
- On dual carriageways or other busy roads, the children should be taken onto the embankment/ behind a safety barrier if available.
- Keep the children sat together and under constant supervision.
- Phone head office who will arrange for assistance to be dispatched to return the children to nursery and for breakdown assistance to deal with the vehicle.
- The driver should stay with the broken down vehicle.

**It may be safer to stay in the vehicle if for example it breaks down and will not start e.g. on the A3 on part of the road where there is no hard shoulder.**

### If a child or member of staff is taken ill during an outing in the MPV:

- The driver must stop as soon as it is safe to do so, (this may mean leaving a dual carriageway and in all cases should be as far away from moving traffic as possible) Turn off the vehicle engine.
- Put hazard warning lights on if necessary. (Do not try to position the emergency triangle if on a busy dual carriageway)
- The first aider must assess the situation and assist the person who has been taken ill, it may be that a child is suffering with travel sickness, when the child has recovered sufficiently the journey can continue with the first aider closely monitoring him/her.
- Onset of illness in the MPV which does not require prompt medical attention but may make the outing unsuitable for the child/staff member affected must return to the nursery where normal procedures can be followed.

**If the first aider is in any doubt about a person's condition an ambulance must be called immediately, dial 999, then:**

- Call head office to ask for immediate assistance.
- If a member of staff is taken to hospital the other must remain in the vehicle with the children until assistance arrives from Dicky Birds.
- If a child is taken to hospital one member of staff must accompany him/her whilst the driver remains with the other children until assistance arrives from Dicky Birds.

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## If the MPV is involved in an accident:

- **STOP!** However minor you think a car accident is, you must stop, failing to do so is an offence under the Road Traffic Act.
- Turn off the engine, secure the vehicle and put the hazard lights on to alert other road users to your presence.(Do not try to position the emergency triangle if on a busy dual carriageway)
- Staff must make sure that the children and they themselves are not injured.
- If an ambulance is required call one immediately, **dial 999**
- Administer First Aid if possible but do not move injured passengers unless they are in immediate danger of further injury.
- Call the Police if necessary, **dial 999**
- Call head office to ask for immediate assistance.

## If it is necessary and possible to leave the vehicle:

- If possible put wrist straps on children if they are uninjured and escort them to safety exiting by the nearside door, get as far away from the road/moving traffic as possible and behind a safety barrier if there is one, no one should stand between the vehicle and oncoming traffic.
- The children should be sat down and fully supervised whilst awaiting help.
- If possible a first aider must stay with the person/s who have been injured.
- If the vehicle is on fire/at risk of being, evacuate everyone to a safe distance immediately leaving all belongings behind; **do not open the bonnet if you suspect that the engine is on fire.** The small powder extinguisher may be used but only if evacuation is compromised and it is **absolutely necessary**. The priority must be getting all passengers to safety.
- If possible exchange names and addresses (Driver name, Dicky Birds head office details) but remember your primary concern is the welfare of the children.
- Do not admit liability for an accident however minor as this may invalidate company insurance.
- If you hit an unoccupied, stationery vehicle leave head office contact information on it.
- If there is any injury or the names of people involved are not exchanged or there is damage to property other than the driver's vehicle (including street furniture) the driver must report the collision to the Police as soon as possible or in any case within 24 hours.
- If the accident is minor and no one is injured, check that the vehicle is roadworthy and return to the nursery.
- Following an accident the child booster seats must be replaced.