



## Emergency evacuation procedure

In order to keep the children and myself safe I have developed the following procedure to evacuate my home in the event of an emergency. This may be as a result of a fire, flooding, gas leak etc.

The children will regularly practice the evacuation procedure with me so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

- Sound the alarm (this is a whistle)
- Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
- Take:
  - Attendance Record for the day
  - Contact numbers
  - Mobile phone
- Assemble across the road from the house or if exiting at the rear of the house, to go round the side of the house and then across the road from the house
- I will keep an emergency bag in my car/utility room (access to garden), and porch so that I can grab and exit – in the bags will be contact numbers, water bottle and mini first aid kit and snack
- Contact the emergency services
- Comfort and reassure the children
- Arrange safe place for the children to stay until parents can collect them
- Follow the instructions of the Emergency Services
- Do not return to the building until the Emergency Services have declared it safe to do so
- The childcare setting is equipped with two smoke alarms, a fire blanket, and fire extinguisher.
- I will perform a regular fire drill with the children

In case of fire, all the children will be gathered together and the building evacuated at the nearest exit. If in the playroom this will be through the front door, the kitchen will be the back door. If upstairs, this will be down the stairs and out the front door, where possible.

We will then go across the road to notify the fire brigade and the parents to come and collect the children.



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