

Emergency evacuation policy

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 smoke alarms are tested every week. I have a Fire Blanket fitted in the kitchen. I have carried out a Fire Safety Risk Assessment for my premises, a record of which is kept on file and is available for parents to check.

The children will 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. Practices will also happen when a new child starts with me.

Evacuation procedure

- Sound the alarm
- Evacuate the children using the safest and nearest exit available. There are two possible exits, the front door or the back door. Babies and toddlers will be carried to safety
- Take:
 - Attendance Record for the day
 - Contact numbers
 - Mobile phone
- Assemble at the far entrance to the park so we are away from the road
- Contact the emergency services
- Comfort and reassure the children
- Arrange safe place for the children to stay until parents can collect them. This will be discussed with parents at the settling in session
- Follow the instructions of the Emergency Services
- Do not return to the building until the Emergency Services have declared it safe to do so

I will place a fire blanket in a visible and easily accessible area. The fire evacuation procedure as well as a diagram of the evacuation routes will be placed on the notice board. The evacuation routes will be kept clear at all times.

I will keep the car in full working order, ie petrol, mot, insurance and car seats