



## Emergency Evacuation Policy and Procedure

*“Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure.”*

*Statutory Framework for the EYFS 2017 (3.55)*

To meet the requirements of the Early Years Foundation Stage and the Childcare Register I must consider the potential risk of a fire in my home and take the following steps:

- Make sure that evacuation routes have been identified and are clear and accessible at all times. (checked on a daily basis)
- Make myself aware of what to do in order to reduce or prevent potential risks.
- Produce a written diagram detailing the escape route I will take with children in case of fire.
- Ensured I have the appropriate smoke alarms and ensure they are located in the most appropriate place, considering doors that may be closed and location of the kitchen.
- Keep a record of the date the smoke alarms are checked and any action required.
- Regularly practice a fire evacuation with all children to raise the alarm I will use *a whistle*.

Making sure I keep a log of:

- The date of the drill
- Names of children in attendance
- Time taken to evacuate
- Issues which slowed down the evacuation

- Action to be taken
- Date action completed.
  
- My procedure in an event of an emergency is as follows:
  - In the event of a fire, I will calmly gather the children together by blowing the whistle and we will make our exit via the identified fire exit route.
  - I will ask children to listen very carefully to my instructions.
  - I will ensure the younger children are carried to safety.
  - The children will not collect their belongings.
  - When we are safely out of the building, I will check the register and carry out a head count of the children in my care.
  - I will ring 999 using my mobile phone.
  - I ensure that my mobile phone is fully charged at all times, and has telephone contact details of all the parents and/or carers of the children in my care.
  - Parents and/or carers will be informed as soon as possible.
  - We will not re-enter the building for any reason until advised by the Fire Service that it is safe to do so.

***The following information is unique to my premises:***

**Identified escape routes:**

Through the front door, through the rear doors, all windows can open fully both downstairs and upstairs. Upstairs evacuation through a window will be a last resort.

*(Attach copy of written escape plan)*

**Keys would be located:**

Backdoor keys will be located on key hook next to door.

Front door keys will be located on key hook in the hall entrance.

**Assembly point:**

Far green area outside the front of property, next to the tree.

**Sleeping babies:**

Adult to collect all sleeping babies from upstairs and find a suitable and appropriate way to exit the building.

**Other relevant information:**

Windows and doors to be shut where possible to prevent the fire from spreading.

**Signature:** .....

## Children's Evacuation Procedure

If there is a fire



You will hear a loud alarm

Stop what you are doing



Look at your Childminder and listen

Go outside together holding hands



Wait together for the Fire Brigade

**Amendment – (October 2018)**

**In Case of an Emergency which requires me to leave your children with another person. (eg accompanying another child in an ambulance, or injury to myself) I will firstly contact local childminders to see if they can have your children until you are able to collect (ASAP) If I am unable to contact childminders I will contact Brian or a trusted friend/relative to watch your children until you are able to collect. This must be within 1 hour of phoning you.**