

Emergency Evacuation Policy

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Purpose of the Policy

This policy outlines how I will keep the children and myself safe during the evacuation of my home in the event of an emergency.

This may be as a result of a fire, carbon monoxide, gas leak etc.

Preparation for an emergency

To prepare for an emergency, the children and I will regularly practice the evacuation procedure to ensure they are not alarmed in the event of a real emergency. These practice drills will be conducted on different days of the week to ensure all children participate, and details will be recorded in the evacuation log.

- **Fire Alarms:** Fire alarms are fitted throughout my property. They are mains powered and interconnected to activate simultaneously if a fire is detected. Alarms are located in the living room, landing, and attic, with a heat alarm outside the kitchen.
- **Firefighting Equipment:** To help fight fires and aid in evacuation, I have fitted fire extinguishers in the attic, landing and kitchen. A fire blanket is located in the kitchen and attic.
- **Monthly Checks:** All alarms are checked monthly, with results recorded on the 'Fire and Carbon Monoxide Testing' form.
- **Emergency Keys:** Although all windows and doors remain locked while my setting is open, emergency keys are located at all exits and near windows for quick access.

In an emergency

1. **Sound the Alarm:** Immediately sound the alarm to alert everyone in the building.
2. **Retrieve Parents' Contact Details:** Only if it is safe to do so.
3. **Evacuate the Children:** Use the safest and nearest exit available to evacuate the children. Babies and toddlers will be carried to safety.
4. **Assembly Point:** Assemble across the road from the house in the driveway of 26 Camm Street.
5. **Contact Emergency Services:** Call 999 immediately.
6. **Comfort and Reassure the Children.**
7. **Arrange Safe Place:** Arrange a safe place for the children to stay until their parents can collect them.
8. **Follow Emergency Services Instructions.**
9. **Re-Entry:** Do not return to the building until the emergency services have declared it safe to do so.