

Emergency Evacuation Policy and Procedure

Policy

The safety of children and adults in my setting is paramount. The main priority is to prevent an emergency from occurring in the setting. In an emergency the priority is to get everyone out safely and call 999.

Preparing children:

All children attending my setting will regularly practice an evacuation of the premises as part of their learning and development. This is to ensure they feel confident and happy participating in the practice and should a real emergency occur such as fire, flood or gas leak, not be panicked by the situation.

Health and safety procedures will be incorporated into play activities, stories read and visits arranged to ensure children gain an understanding of keeping themselves safe.

Prevention

I conduct regular risk assessments to ensure potential risks are identified and removed, e.g. this is a no smoking setting, matches and candles are kept out of reach, staircases and doorways are free from obstruction.

I have appropriate fire detection and control equipment in place. These are checked regularly. A fire blanket is mounted according to manufacturers instructions and setting requirements.

Gas boilers are checked and serviced regularly and Carbon Monoxide detectors are located according to manufacturers' recommendations.

An emergency evacuation bag is kept by the exit door, this contains each child's personal contact details, a first aid kit, water, charger (*list any other items*).

The emergency evacuation plan and procedure is practised regularly with the children and also when new children start at the setting. This will include evacuating the premises at different times of the day to ensure most eventualities are practised (e.g. when children are sleeping).

I will record all practice evacuations of the premises. The evacuation log will record:

- The date and time of the evacuation procedure
- The children present (or registers taken)
- The length of time it took to evacuate the premises
- Whether there were any problems that delayed evacuation
- Any further action to improve the procedure
- Any other relevant information

Procedure

At the first sign of an emergency we will stop what we are doing and children will be escorted or carried to the safest and nearest emergency exit. If babies are sleeping they will be carried out, older sleeping children may have to be woken.

If possible we will take the emergency bag.

We will leave the premises as quickly as possible and go to our designated assembly point or nearest safe place following emergency services advice.

After leaving the setting the emergency services will be called from a mobile phone or a neighbouring building. We will follow the guidance of the emergency services.

We will not return to the building until the emergency services tell us it is safe to do so.

Parents will be contacted and informed of the current situation and requested to collect their children if required.

Any incidents that require emergency evacuation will be recorded.

Date policy was written:

Date reviewed:

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