



# Emergency Evacuation Policy

## Purpose of the Policy

This policy outlines how I will keep the children in my care, 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, a gas leak, or another similar emergency.

## 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 practise 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:** Fire extinguishers are fitted in the attic, landing and kitchen, and a fire blanket is located in the kitchen and attic. These should only be used if it is safe to do so and the user is trained in their operation. The evacuation of the children always takes priority.
- **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:** Retrieve parents' contact details from my records, but only if it is safe to do so without delaying evacuation.
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:** Help to reduce distress throughout the incident, including while waiting for their parents to collect them.
7. **Arrange Safe Place:** If the children cannot remain at the assembly point, arrange a safe indoor location nearby, such as a neighbour's home, for them to stay until their parents can collect them.
8. **Contact Parents/Carers:** Contact parents or carers to inform them of the emergency and arrange collection.

9. **Follow Emergency Services Instructions:** Follow all instructions given by the emergency services throughout the incident.
10. **Re-Entry:** Do not return to the building until the emergency services have declared it safe to do so.



## Publication & Version History

Version	Date	Description of Change
1.0	05 June 2025	Initial publication
1.1	04 June 2026	Minor amendments: policy scope clarified; emergency procedure steps expanded; Contact Parents/Carers step added; firefighting equipment caveat added
2.0	05 June 2026	Annual review and sign-off

**Next Scheduled Review:** 05 June 2027

*This policy is subject to ongoing revision. Minor amendments may be made between annual reviews and will be recorded in the table above.*