



Emergency Evacuation Procedure

For the safety of the children in our care, we have developed a procedure to evacuate the children as quickly as possible in the event of an emergency. This may be as a result of a fire, a flood or gas leak etc.

We will run through the evacuation procedure at least once every term with the children. We do this with the children so as they will not be alarmed in the event of the situation being real and so that the children learn of the importance of being able to evacuate quickly and safely in an emergency. Details of all practice evacuations will be recorded in the Fire Drill Log Book.

The following procedure should ensure a swift, safe evacuation:

1. Sound the alarm. This could be a smoke alarm, carbon monoxide alarm, or just by calling out. If a member of staff hear an alarm, they will ensure all staff are aware of the situation.
2. Evacuate the children using the safest and nearest exit available.
3. If it is safe to do so we will take:
 - Attendance Record for the day
 - Emergency Contact numbers
 - Mobile phone
 - First Aid Kit
 - Any Medication Required
4. We will assemble all children at the white wall on the cricket pitch.
5. Contact the emergency services and then if required, parents/carers to collect their children.
6. Comfort and reassure the children and wait with them until they can be collected, or it is safe to return to the building.
7. Follow the instructions of the Emergency Services.
8. We will not return to the building until the Emergency Services have declared it safe to do so.

Throughout the process we will do head counts and ensure to keep the children calm as to not cause any distress.

Any real situation that has required an emergency evacuation will be reported to The Care Inspectorate, insurance company, RIDDOR or any other regulatory body, along with a full report of the actions taken.