

Emergency Evacuation Procedure

In order to keep the children and myself safe I have developed the following procedure to evacuate my home in the event of an emergency. The emergency may be due to fire, flooding, gas leak etc. The children will regularly practice the evacuation procedure on different days of the week so they will not be alarmed in the event of the situation being real. Practice details will be recorded in the evacuation log.

Precautions I have:

- a fire blanket and mini fire extinguisher in the kitchen
- two smoke detectors provided and fitted by the local firemen
- no smoking policy
- exits are kept clear
- Practice the evacuation procedure regularly

In the event we need to evacuate the setting, I will:

- **Use a pre-arranged signal to indicate we need to evacuate.**
- I will clap my hands to get attention and say then loudly and calmly 'we need to evacuate' (or 'leave the house now' for younger children). In case of a fire my smoke detector may act as a signal too.
- **Evacuate the children via the nearest exit (see floor plan), encouraging older children to help younger children, and in the case of fire shutting any doors behind us.**
- Keys are kept near to the main doors if they are locked for security reasons.
- **We will not stop to put on shoes, coats or collect any belongings, unless it is safe to do so without putting ourselves in any danger.**
We can take shelter with a neighbour.
- **If possible, I will take a phone and list of contacts.**
On the way out if possible I will grab a phone, emergency contacts and attendance record for the day.
- **We will gather at the assembly point.**
The assembly point is on the driveway at the front of the house. I will comfort and reassure the children.
- **I will contact the emergency services.**

If I was unable to grab my phone, I will use a neighbour's phone. I will liaise with the emergency services.

- **We will wait in a safe place until the emergency services say it is safe to re-enter or I can arrange for children to be collected.**

I will move to a safe place with a neighbour where I can contact the children's parents to come and collect their child.

- **I will inform Ofsted of the incident.**

I will also record the incident and any practices in my evacuation log.

I mostly only use the downstairs of my house and have included a floor plan on a separate page. Upstairs is occasionally used by sleeping children in a travel cot; I will ensure that the bedroom door they are in is shut as it will act as a barrier, giving the fire service more time if needed. I will also favour the front bedroom as it has large fire windows and would be easier to access from outside if required. We live close to the fire station so they should be with us within minutes. The front door and side door lead directly to the driveway at the front of the house. The double doors at the back of the house in the conservatory lead to the back garden. If we were unable to pass the gate, at the side of the house, to the driveway we can use the back gate at the bottom of the garden.

Latest reviewed date 14/12/2019

Signed

Helen Lainsbury

Floor Plan (not to scale)

