



Emergency Evacuation Policy

Policy Statement

In the event of a fire, flooding, or other emergencies, an evacuation may be necessary. To ensure the children are prepared, we will regularly discuss and practice the evacuation procedure together. These drills will be conducted on various days of the week to ensure all children comprehend the process. The details will be recorded in my diary or an evacuation log. Additionally, children will learn about the function of smoke alarms, listen to their sound (with prior warning), and be taught age-appropriate fire safety practices.

Procedures (how I will put the statement into practice)

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:

1. Sound the alarm.
2. Evacuate the children using the safest and nearest exit available (babies and toddlers will be carried safely). We will all walk calmly, to avoid any accidents.
3. Take a mobile phone with emergency contact details outside if safe to do so (plus attendance records for larger settings). Children and adults will not be allowed to stop to collect any other personal belongings or outdoors clothing/footwear.
4. Close windows and doors behind us where possible, to prevent further spread of a fire.
5. Assemble in a safe place, away from any danger. We will make our way to the co-operative car park, 6-minute walk away. There are a range of shops and essential services in case of need.
6. Contact the emergency services.
7. Comfort and reassure the children.
8. Arrange a safe place for the children to stay and then contact parents for them to collect their children as soon as possible.
9. Follow the instructions of the emergency services.
10. Do not return to the building until the emergency services have declared it safe to do so.

Only if I feel it is safe to do so, will I attempt to tackle a fire myself and the safety of the children in my care will be my first priority in such a situation.

A fire blanket will be used should clothing happen to catch fire, with the method of 'stop, drop and roll'.

My setting is fitted with adequate smoke alarms and a carbon monoxide detector, as required by law.



Please ensure you have read and understand the Emergency Evacuation policy and procedure.

All policies and procedures are reviewed regularly and updated when necessary.

This policy and procedure has been development in line with the EYFS welfare requirements and Ofsted guidance, and outlines the provider's responsibility to take all necessary steps to safeguard and promote the welfare of children.

This policy and procedure has been written by **Miss Caitlin Smith**, the Ofsted-registered childminder responsible for the care of children at **The Flower Cottage**, Dudley, West Midlands, DY2 7TQ.

THE FLOWER COTTAGE