

Evacuation Procedure

In the event of a fire, flood, gas leak or other emergency where evacuation is necessary then the following procedure will be carried out:

- I will alert all children of the situation and guide them through the evacuation procedure (set out below) that the children have practiced.
- Older children will walk to the nearest exit (my front door, kitchen door, or one of the 2 living room doors).
- If a baby is in my care I will carry him/her to the exit, taking a baby carrier if possible).
- If we are upstairs we will walk down to the front door exit.
- I will sound the alarm (e.g. smoke alarm) if it has not already gone off and/or call for the emergency services. It may also be necessary to make a verbal alarm call to local residents.
- I will accompany all children to the assembly point, which is located on the grass verge outside my house. (This is a safe distance from house) or at the bottom of my garden.
- If I do not have my mobile phone with me, I will retrieve the spare set of emergency numbers from my car or if possible from the emergency bag located in my entrance hall*.
- I will call my emergency contact person for help.
- The children will hold hands in a circle at the assembly point while I contact their parents/carers if necessary and wait for the emergency services.
- I will reassure the children throughout the experience.
- As soon as it is safe to do so, the children will be escorted back into my house.
- Parents will be fully informed of the incident and asked to sign the incident book.

Children will practice emergency evacuation drills on a periodic basis; (Once a month as well as when any new child starts). I will record all drills in the incident book and evaluate them to ensure any improvements to the procedure can be made. My risk assessments will be updated accordingly.

Parents will be informed of these drills and notified of any issues raised from these practices.

** The emergency bag will be on the back of my living room door and contain items that will help during an evacuation and will be relevant to the time of year and the age of children in my care. Example contents could be:*

- *Emergency contact numbers*
- *Spare mobile phone*
- *Spare socks, coats, blankets*
- *First aid kit*
- *Water, juice, crackers*
- *Comforting toys and or a book*