



Emergency Evacuation Procedures

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. This may be as a result of a fire, flooding, gas leak, etc.

The children will regularly practice the evacuation procedure with me so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice and the details recorded in the evacuation log.

I have 2 carbon monoxide alarms and 3 fitted smoke alarms which are tested every week. I have a fire blanket fitted in the kitchen along with a fire extinguisher. I have carried out a Fire Safety Risk Assessment for the setting, a record of which is kept on file and is available for parents to check. I have a fire escape route which will be kept clear at all times.

Procedure:

- Sound the alarm (this is a whistle)
- Evacuate the children using the safest and nearest exit available (babies and toddlers will be carried to safety). There are two possible exits; the front door and the side door to the garden
- Take:
 - Attendance Record for the day
 - Contact numbers
 - Mobile phone
- Assemble across the road from the house at an agreed meeting point (this will normally be on the 'village green' area of Court Close), or at the top of the rear garden if leaving via the side door of the house
- Contact the Emergency Services
- Comfort and reassure the children
- If we are unable to return to the house I have agreed with [name to be confirmed] who is a registered childminder that we can go to her nearby house so I can contact all parents for them to collect their children
- Follow the instructions of the Emergency Services

- Do not return to the building until the Emergency Services have declared it safe to do so

In the event that we cannot get safely out of the house I will take the children to the furthest away room from the emergency, close all doors and seal the door with towels or similar items, and I will then call the Emergency Services.

The fire evacuation procedure as well as a diagram of the evacuation routes will be placed on the childminding notice board.

Childminder's name: Nina Holloway

Childminder's signature:

Date policy was written: 4 February 2016

This policy is due for review on the following date: 3 February 2017