



Fire and Evacuation Policy and Procedure

In order to keep the children and our staff safe we have developed the following procedure in the event of an emergency.

This may be as a result of a fire, flooding, gas leak, terrorist attack or national emergency etc.

Before looking after children we will ensure a risk assessment and evacuation procedure is in place and all members of staff understand what to do and where to go if we need to evacuate the setting.

We will ensure we evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety).

The following information will be taken:

Attendance Record for the day.

Contact numbers.

Mobile phone.

Assemble at the safe zone point

Contact the emergency services.

Comfort and reassure the children.

Arrange a safe place for the children to stay until parents can collect them.

Follow the instructions of the Emergency Services.

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

If a smoke detector sounds, or a fire is detected, the priority is to evacuate the children from the building.

We would assemble at the front of the building at a safe distance and check that everyone is accounted for. We will then notify the fire brigade.

Parents or their emergency contacts would be contacted as soon as possible to arrange collection of the children.

We understand that during major incidents / emergencies the mobile phone networks are often not available and even landlines can be cancelled to free up communication systems for the emergency services. We will, however, attempt to contact you on a regular basis and ask that you try to do the same.

We will keep up to date on the situation using any media source available to me, radio, television, Internet etc. We will endeavour to protect your child from information or images that may alarm or distress them. If you wish we can have a pre-planned excuse that we can use to explain your delay in arriving.

If you are caught up in an incident / emergency we will continue to look after your child until you are able to return or a person nominated is able to collect them.