



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

Here are some examples of how I do this in the setting:

- I ask you for emergency contact information – for parents and other people who have parental permission to collect the child in an emergency situation.
- We go to the closest door together and talk about what we do next, where we stand outside, how we ring the fire service etc.
- I follow latest advice on safety from the fire service.
- Emergency exits are risk assessed and kept clear from clutter.
- The environment, inside and outside, is kept as safe as reasonably practicable.
- Keys to outside doors are kept in safe places and are accessible to adults.
- There is a fire blanket on the wall in the kitchen.
- There is a carbon monoxide detector on the landing.
- There are smoke detectors on all floors of the setting.

The following fire protection equipment is available and maintained in the setting –

- Fire blanket in the kitchen.
- Smoke alarms on all floors.
- Carbon monoxide detector on the landing.

Emergency procedures

1. Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety) and wait in a safe place (top of the main path away from the house)
2. Take:
 - a. Attendance Record for the day
 - b. Contact numbers
 - c. Mobile phone
3. To ring 999 (or 112) and request the attendance of the Fire Brigade and ambulance

service if required.

4. To follow advice from the Emergency Services in the event of being caught up in a terrorist or other attack.
5. To make every effort to contact parents or children's emergency contacts (see Emergency Contact Information form) and ask them to collect.
6. Comfort and reassure the children
7. Do not return to the building until the Emergency Services have declared it safe to do so
8. To write up the incident and ask parents to sign to state they are aware of what happened and the action that was taken to protect their child/ren.
9. To inform Ofsted – 0300 123 1231 or email enquiries@ofsted.gov.uk and my Insurance Company that a serious incident has occurred and follow their advice.

Note – I ask parents to regularly update emergency contact information for their child/ren

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Updated: FEB 2024

I will handle all data as required under GDPR Guidance

EMMAS LITTLE MONKEYS