Fire and Emergency Evacuation Procedure Policy

In order to keep the children and 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 etc. The children will regularly practice the emergency evacuation procedure so they will not be alarmed in the event of a 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.

Sound the alarm.   
Evacuate the children using the safest and nearest exit available (Babies and small toddlers will be carried to safety)   
The following information will be taken:   
Phone and sheet containing contact numbers   
Assemble at the safe zone point as previously agreed (either swings or sure start centre).   
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.   
Smoke detectors are fitted and are regularly tested, maintained and the details recorded.

We have access to a telephone and a fire blanket that would only be used if a fire were preventing escape from the setting.

If a smoke detector sounds, or a fire is detected, the priority is to evacuate the children from the building. We have a fire escape plan in place, and older children are all trained and we practice our fire drill regularly. We would assemble at the sheds if we need to exit from the rear of the building. If we needed to exit down from the front of the building or if it was safe to proceed down the alleyway we would move to the Sure Start centre. We will notify the fire brigade as soon as possible. Parents or their emergency contacts would be contacted as soon as practical to arrange collection of the children. The staff member who is clearing the lounge is to open the stairgate and call the dog who will make his own way through the setting. Once he is out of the building. he will be locked in his toilet area to keep him separate from the children. No one will return to the building for the dog.

If we are away from the setting and involved or caught up in an incident / emergency, we will comply fully with the instructions from the emergency services and constantly reassure the children in our care. 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.

There is also a procedure in place in case Jennifer Harper is injured and unconscious whilst the older children are here (when childminding). Her eldest has a key which he can access and can follow the footprints to the Sure Start centre where he can ask for help if he cannot ring the emergency services. My middle son has practiced closing the door and making sure that none of the little ones can get outside.

If there is an emergency outside and children need to be brought inside quickly a member of staff will say ‘Pickled Onions’ as a prompt that should not cause upset to the children.