



## In the Setting

# Fire and Emergency Evacuation Procedure Policy

In order to keep the children and myself safe I 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.

The children will regularly practice the emergency evacuation procedure in my setting with me 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 – copy of the evacuation plan is on the notice board.

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 as previously agreed.

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 in my setting and are regularly tested and maintained.

I 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.

I have a fire escape plan in place, and older children are all trained and we practice our fire drill regularly details of each fire drill is recorded within the fire drill section on the Baby's Days system. 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.

In addition to this I have had the fire brigade visit my setting and perform a fire safety check and provide advice on my home.

Parents or their emergency contacts would be contacted as soon as practical to arrange collection of the children and if necessary we would take refuge in a close by family or friend's home until collection is possible.

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

I 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. I will, however, attempt to contact you on a regular basis and ask that you try to do the same.

I will keep up to date on the situation using any media source available to me, radio, television, Internet etc. I 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 I can use to explain your delay in arriving.

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