



Emergency Evacuation Policy

Statement of intent

We will ensure the safety of the children, ourselves and others on the premises in the case of a fire or any other emergency such as flood or gas leak

Method

We have appropriate fire detection and control equipment for example fire alarms, smoke detectors and fire blankets which are in working order.

Our fire exits will be clearly identifiable, and the fire doors will be clear of obstruction and easily opened from the inside

We have emergency light should we lose power so emergency exits are clearly identifiable

Windows will be locked but the keys will be accessible should we need to get out

We will have a fire evacuation practice regularly so the children in our care are used to the procedure and in the event of a real evacuation will not panic.

We will tell parents of the practice and informing them of any issues that arose

We will set off the smoke alarm by pressing the test button

We have two exit points. If we are in the kitchen then we will exit through the front door. If we are in the playroom then we will exit through the front door of the nursery. If this is not safe, we will exit through the back doors which leads into the garden.

We will tell the children to stop what they are doing and direct them to the nearest fire exit.

One adult will lead the children while the other will get the evacuation bag and check the area is clear, they will follow behind

Our assembly point is the green area across the road.

We will do a headcount as soon as we are safely on the green to account for all children and adults

We will contact the emergency services and parents or emergency contacts if we are unable to make contact with the parents



Evacuation Bag includes:

- Contact details
- A charged mobile phone
- Bottle of water
- Cups
- snacks
- Wet wipes
- Nappies
- Blankets
- First aid

Lockdown procedure

In the event of a 'lockdown' or emergency situation it may be necessary to secure the building to protect the occupants from immediate threat.

Upon alert to lockdown, we will

- Stay calm, and call 999
- If safe to do so secure all windows and doors, close blinds where possible
- Find a safe place, away from windows and doors
- Stay low, under or behind a table
- Parents will be called when safe to do so, they will be asked not to call us. We will inform the parents when they can collect their children once we have been given all clear from the emergency services.
- Ofsted will be notified

We will take refuge in the local church or at a neighbour's house and inform the parents of our location of where to collect their child.

Policy adopted by Making Memories

Date: May 2018

Reviewed: January 2019, April 2020, August 2021 January 2024 January 2025