



Policy Date: October, 2016

Evacuation Policy

Children and staff regularly practice our evacuation procedure in order to ensure that the children will not be alarmed in the event of a real situation. Practices will be carried out regularly on different days of the week to ensure all children are familiar with the procedure and details will be recorded in the evacuation log. Parents will be notified of any issues that arise.

On hearing the alarm: -

- STOP what we are doing. The owner/manager will take the register and mobile phone and direct the children to the nearest and safest exit.
- No attempt will be made to collect personal belongings or to re-enter the building after evacuation.
- The children will be directed to walk calmly (babies and toddlers will be carried to safety) to our nominated assemble point.
- The attendance record for the day will be taken.

In the event of a real emergency: -

- Contact the emergency services
- Arrange a safe place for the children to stay until parents/carers 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