

PRECIOUS LITTLE SOULS HOME NURSERY

Emergency Evacuation & Emergency Response Policy

1st September 2026 *This policy will be reviewed on an annual basis.*

Purpose

To ensure all children and adults can evacuate or shelter safely in any emergency situation.

General Evacuation Procedure

- Evacuation routes checked daily.
- Children gathered quickly and calmly.
- Emergency bag taken (first aid kit, contacts, medication, water, snacks, phone).
- **Primary Assembly Point:** *Outside the Asian Community Centre*
- **Secondary Assembly Point:** *Further down the road at the West Indian Community Centre*
- Parents contacted once safe.

Severe Weather (Heatwave, Storms, Flooding, Snow)

- Children may be kept home if conditions are unsafe.
- Outdoor play stops during extreme heat or storms.
- Water play cancelled during weather warnings.
- Evacuation initiated if severe weather threatens the premises.
- Brent guidance followed for heat stress, hydration, shade, and cooling.

Security Breach

Examples: suspicious person, attempted entry, neighbourhood incident.

Actions:

- Doors and windows locked.

- Children moved to a safe room.
- Police contacted if needed.
- Parents informed once safe.
- Evacuation only if advised by emergency services.

Public Health Warning

Examples: chemical spill, air quality alert, infectious disease outbreak.

Actions:

- Children kept indoors with windows closed.
- Outdoor play cancelled.
- Parents informed.
- Follow Brent and Public Health England guidance.

Emergency Hospital Visit (Child or Myself)

If a child requires emergency hospital care:

- 999 called immediately.
- Parent contacted straight away.
- Child's medical form and emergency bag taken.
- If other children are present, a pre-approved emergency contact or assistant is called to supervise until collection.

If I require emergency hospital care:

- 999 called.
- Parents contacted immediately.
- Emergency contact or assistant arrives to supervise children until collected.
- Children are never left unsupervised.

Fire

- Fire alarm activated.
- Evacuation through safest exit.
- **Assembly Point:** *Outside the Asian Community Centre*

- Fire brigade contacted.
- Parents informed once safe.

Lockdown

Used when evacuation is unsafe.

Actions:

- Children moved to safe room.
- Doors locked, blinds closed.
- Quiet activities provided.
- Parents informed once safe.

Recording & Review

- All incidents logged.
- Policy reviewed annually or after any emergency.
- If an emergency results in injury, hospital treatment, or a serious incident, **tinney and Ofsted** will be notified.