

Emergency Evacuation Procedure

Policy Created: 1st April 2026

This policy will be reviewed on an annual basis.

In the event of a fire or other emergency that would require us to evacuate the premises I would gather all the children in my setting and safely lead them to the nearest available exit, making sure to carry babies and toddlers to safety. All exits are kept clear and free from hazards.

Once outside the premises I will assemble the children at the assembly point is **outside the Asian Community Centre on my road**. Once we are safely away from the house, at the assembly point, I would call the Emergency Services. I would then contact all of the children's parents and ask them to collect as soon as possible. Whilst waiting for their parents I would ensure the children were kept safe and reassured. I would not re-enter the building until it was advised by the emergency services that it was safe to do so.

In the event that we are unable to safely evacuate the house I will take the children to the room furthest away from the emergency, close all doors, seal the door with towels or similar items and will then call the Emergency Services.

To prepare for situations requiring emergency evacuation I take the following precautions:

- I keep my mobile phone fully charged and with me at all times.
- I ensure all exits from my property are kept clear and hazard free to ensure a quick evacuation if required
- I practice half-termly fire drills with the children, following this evacuation plan so that they would know what to do in the event of a real emergency and so that they don't become too scared if an emergency were to arise.
- I have smoke alarms in the following locations : **hallway, kitchen, classroom, landings upstairs wired into the electric system**. I have a fire blanket fitted in the kitchen and a fire extinguisher.

In the event of an emergency evacuation I would take with me:

- My mobile phone which has all contacts for the children and the tiney app register.