



Emergency Evacuation/lockdown/Closure Procedure

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment Safety*

3.79 Providers must ensure that their premises, including overall floor space and outdoor spaces, are fit for purpose and suitable for the age of children cared for and the activities provided on the premises. Providers must comply with requirements of health and safety legislation, including fire safety and hygiene requirements.

3.80 Providers must take reasonable steps to ensure the safety of children, staff, and others on the premises in the case of fire or any other emergency. Providers must have: • An emergency evacuation procedure. • Appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors free of obstruction and easily opened from the inside.

Policy Statement

At Little Squirrels the safety and wellbeing of children, staff, visitors, and contractors is our highest priority. We are committed to maintaining a safe environment and ensuring effective procedures are in place for emergency evacuation and lockdown situations.

This policy has been developed in line with the requirements of the Early Years Foundation Stage (EYFS), Health and Safety legislation, and safeguarding responsibilities.

Aims

The aims of this policy are to:

- ♥ protect children and adults during emergencies
- ♥ ensure all staff understand their responsibilities
- ♥ provide clear evacuation and lockdown procedures
- ♥ minimise panic and confusion
- ♥ maintain effective communication during incidents
- ♥ ensure regular practice and review of procedures

Types of Emergencies

This policy covers emergencies including:

- ♥ fire
- ♥ gas leak
- ♥ flood
- ♥ bomb threat
- ♥ structural damage
- ♥ intruder or violent incident
- ♥ police/security incidents nearby
- ♥ dangerous animals
- ♥ hazardous substance incidents
- ♥ other situations requiring evacuation or lockdown

Responsibilities

Nursery Manager

The manager will:

- ♥ ensure procedures are implemented
- ♥ organise regular drills
- ♥ maintain emergency records
- ♥ liaise with emergency services
- ♥ ensure staff receive training

Staff

All staff are responsible for:

- ♥ knowing emergency procedures
- ♥ supervising children calmly and safely
- ♥ following instructions immediately
- ♥ participating in drills and training
- ♥ reporting hazards or concerns

Emergency Evacuation Procedure

Raising the Alarm

Any person discovering a fire or emergency requiring evacuation must:

- ♥ Blow the whistle immediately
- ♥ inform the manager or senior staff member
- ♥ call 999 where appropriate

Evacuation Procedure

Upon hearing the alarm:

1. Staff stop activities immediately.
2. Children are escorted calmly to the nearest safe exit.
3. Staff check toilets, sleep rooms, and adjoining areas where safe to do so.
4. Room leaders collect:
 - registers
 - emergency contact details
 - medication where possible
5. Babies and non-walkers are evacuated using evacuation cot.
6. Children assemble at the designated assembly point in the carpark.

Assembly Point

The designated assembly point is:

The far side of the carpark outside village hall door.

At the assembly point:

- ♥ registers/headcounts are completed immediately
- ♥ missing persons are reported to emergency services
- ♥ children are supervised and reassured

No person may re-enter the building until authorised by emergency services or senior management.

Lockdown Procedure

Situations Requiring Lockdown

A lockdown may be initiated when there is a threat inside or outside the nursery, including:

- ♥ intruder
- ♥ violent behaviour
- ♥ police incident
- ♥ environmental hazard

Lockdown Signal

The lockdown phrase is: **LOCKDOWN**

Lockdown Actions

Upon hearing the lockdown signal:

1. Staff immediately secure children in the nearest safe room.
2. Doors and windows are locked where possible.
3. Blinds/curtains are closed.
4. Children are moved away from doors and windows.
5. Lights may be turned off if appropriate.
6. Mobile phones are silenced.
7. Registers/headcounts are completed.
8. Staff remain calm and reassure children quietly.

The manager or designated senior person will:

- ♥ contact emergency services
- ♥ follow official instructions
- ♥ coordinate communication

No doors should be opened until authorised by emergency services or management.

Children with Additional Needs

Individual arrangements will be made for children who:

- ♥ have SEND
- ♥ have mobility difficulties
- ♥ require medication
- ♥ may need additional emotional support

Personal Emergency Evacuation Plans (PEEPs) will be developed where necessary.

Visitors and Contractors

Visitors and contractors will:

- ♥ sign in and out
- ♥ follow staff instructions during emergencies
- ♥ be escorted where required

The visitor signing-in record will be taken during evacuations where safe to do so.

Communication with Parents

Parents/carers will be informed as soon as reasonably practicable following an emergency incident.

Where necessary:

- ♥ collection arrangements will be organised
- ♥ updates will be provided via agreed communication systems

Drills and Training

The nursery will:

- ♥ carry out regular evacuation drills
- ♥ carry out regular lockdown drills
- ♥ record dates, times, outcomes, and actions taken
- ♥ provide staff training and induction

Little Squirrels will make every effort to keep the Nursery open, but in exceptional circumstances, we may need to close at short notice.

Possible reasons for emergency closure include:

- ♥ Serious weather conditions
- ♥ Heating system failure
- ♥ Burst water pipes
- ♥ Fire or bomb scare/explosion
- ♥ Death of a member of staff or child
- ♥ Assault on a staff member or child
- ♥ Serious accident or illness

Policy updated by Kylie Jones and the Little Squirrels team **May 2026**.