

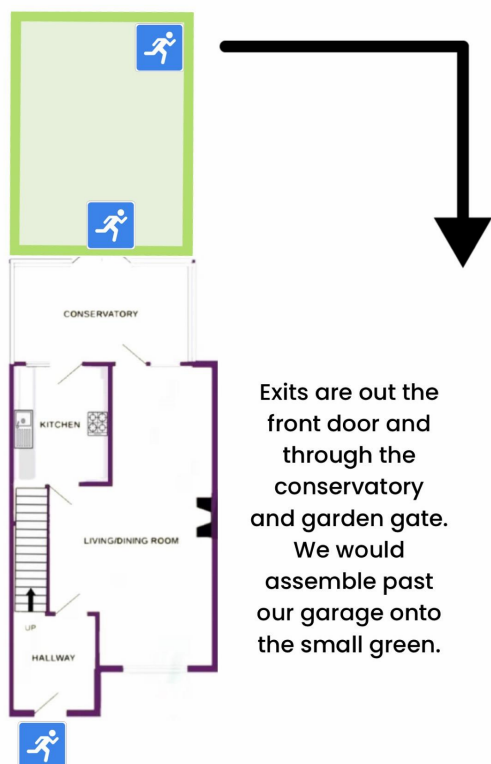


Emergency Evacuation Procedure

Procedure Created: 18th June 2024

This procedure is reviewed on an annual basis. To be reviewed by June 2025

In the event of a fire or other emergency that would cause us to evacuate the premises I will gather all the children and safely make our way to the nearest available exit. Our exits are through the front door and the back gate.



Babies and toddlers would be carried to safety. All exits from my property are kept clear and free from hazards. I keep my mobile phone fully charged and with me at all times in case of emergency.

Once we are safely away from the house I will call the Emergency Services. In the event that we can't get safely out of the house I will take the children to the furthest away

room from the emergency, close all doors and seal the door with towels or similar items, and I will then call the Emergency Services.

I have smoke alarms in the following locations

In the living room

In the hallway

on the stairwell

I test these on a weekly basis. I also have a fire blanket fitted in the kitchen next to the stove.

I practise half-termly fire drills with the children, following this evacuation plan so that children 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.

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

- Attendance Record for the day
- Contact numbers
- Mobile phone/ iPad

I would take all children out of the building safely and assemble at the assembly point.

The assembly point is:

Beyond our garage on the path near the green.

Once we were safely out of the premises I would contact the emergency services and then contact all the children's parents and ask them to collect as soon as possible. I would ensure children were kept safe and were reassured whilst they were waiting to be collected. I would not re-enter the building until it was advised by the emergency services that it was safe to do so.