



## Emergency Procedures

I am committed to keeping children safe and ensuring they know what to do in an emergency situation.

I carry out regular fire practices with the children - see **Emergency and Fire Record**. All emergency exits are risk assessed, kept clear from clutter and are safe for all children including disabled children / adults to exit in an emergency.

To protect the children and comply with the EYFS a fire blanket and fire extinguisher is available in the utility room. I also have a carbon monoxide detector and interlinked smoke detectors on all floors.

### Emergency procedures

1. To exit safely with all people on the premises and wait in a safe place. If I am required to leave the premises due to, for example, a bomb threat or gas leak, I will take refuge with neighbours and contact parents as quickly as possible.
2. To ring 999 and request the attendance of the Fire Brigade and ambulance service if required.
3. To follow advice from the Emergency Services in the event of being caught up in a terrorist or other attack.
4. To make every effort to contact parents or children's emergency contacts (see **Emergency Contact Information** form) and ask them to collect.
5. To write up the incident and ask parents to sign to state they are aware of what happened and the action that was taken to protect their child/ren.
6. To inform Ofsted – 0300 123 1231 or email [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk) and my Insurance Company that a serious incident has occurred and follow their advice.

**Note** – I ask parents to regularly update emergency contact information for their child/ren.

If you have any questions about my Policy / Procedures or would like to make any comments, please ask.



## Emergency Evacuation Procedure

In order to keep children and staff safe we have developed the following procedure to evacuate the setting in the event of an emergency.

This may be as a result of a fire, flooding, gas leak etc. The children regularly practice the evacuation procedure with us so they will not be alarmed in the event of the situation being real. Practice will be carried out on different days of the week to ensure all children practice and the detail recorded in the evacuation log.

Procedure to be followed:

- Sound the alarm (this is a whistle in the utility room)
- Evacuate the children using the safest nearest exit available, front door, back door or front lounge window. (babies and toddlers to be carried to safety)
- A Childminder will check upstairs for family members, childminder will check down stairs toilet and childminder or assistant will lead the children to safety taking with them the attendance record for the day, contact numbers and mobile phone.
- All these items are in the utility room.
- Assemble point will be down the road at 165 Goldstone Crescent, if leaving via front door.
- Contact the emergency services
- Comfort and reassure the children
- Arrange collection of children
- Arrange safe place for children to stay until parents can collect them (165 Goldstone Crescent)
- Follow the instruction of the emergency services
- **Do not** return to the building until the emergency services have declared it is safe to do so.