

# Emergency Evacuation Procedure

For the safety of the children in my care, my family and myself I have developed the following procedure to evacuate my home as quickly as possible in the event of an emergency. This may be as a result of a fire, a flood or gas leak etc.

I will run through the evacuation procedure every month with the children and once every time a new child comes into my care. I do this with the children so as they will not be alarmed in the event of the situation being real and so that the children learn of the importance of being able to escape from the house quickly and safely in an emergency, and not feel alarmed if it actually happens. Details of all practice evacuations will be recorded in the Fire Drill Logbook.

The following procedure should ensure a swift, safe evacuation:

1. Sound the alarm. As well as any smoke alarms that may be sounding, I will alert all children by calling to them.
2. Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
3. If it is safe to do so I will take:
  - Attendance Record for the day
  - Emergency Contact numbers
  - My mobile phone
4. I will assemble all children across the road from the house. or at the end of the garden if escape was via the rear of the house.
5. Contact the emergency services and then parents to collect their children
6. Comfort and reassure the children and arrange a safe place to wait with them at a neighbour's house until they can be collected.
7. Follow the instructions of the Emergency Services
8. I will not return to the house until the Emergency Services have declared it safe to do so

Any real situation that has resulted an emergency evacuation will be reported to Ofsted along with a full report of the actions taken.

*Khadija Daycare*