

Emergency Evacuation Policy and Procedure

“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, and must have an emergency evacuation procedure.”

Statutory Framework for the EYFS 2017 (3.54)

To meet the requirements of the Early Years Foundation Stage and the Childcare Register I must consider the potential risk of a fire in my home and take the following steps:

- Contact the local fire safety officer to have a home safety check, this was completed on the *(insert date)* _____
- Make sure that evacuation routes have been identified and are clear and accessible at all times. (checked on a daily basis)
- Make myself aware of what to do in order to reduce or prevent potential risks.
- Produce a written diagram detailing the escape route I will take with children in case of fire.
- Ensure I have the appropriate smoke alarms on each floor and ensure they are located in the most appropriate place, considering doors that may be closed and location of the Kitchen.
- Keep a record of the date the smoke alarms are checked and any action required.
- Regularly practice a fire evacuation with all children to raise the alarm I will use *(please state method)* _____
- Making sure I keep a log of:
 - The date of the drill
 - Names of children in attendance
 - Time taken to evacuate
 - Issues which slowed down the evacuation
 - Action to be taken
 - Date action completed.
- My procedure in an event of an emergency is as follows:
 - In the event of a fire, I will calmly gather the children together by *(please state)*

and we will make our exit via the identified fire exit route.
 - I will ask children to listen very carefully to my instructions.
 - I will ensure the younger children are carried to safety.
 - The children will not collect their belongings.

- When we are safely out of the building, I will check the register and carry out a head count of the children in my care.
- I will ring 999 using my mobile phone.
- I ensure that my mobile phone is fully charged at all times, and has telephone contact details of all the parents and/or carers of the children in my care.
- Parents and/or carers will be informed as soon as possible.
- We will not re-enter the building for any reason until advised by the Fire Service that it is safe to do so.

The following information is unique to my premises:

Identified escape routes: _____

(Attach Copy of written escape plan)

Keys would be located: _____

Assembly point: _____

Overnight Care: _____

Sleeping Babies: _____

Other relevant information: _____

<p>Name of Childminder:.....</p> <p>Signature of Childminder</p> <p>Date:</p>

Children's Evacuation Procedure



If there is a fire



You will hear a loud alarm



Stop what you are doing



Look at your Childminder and listen



Go outside together holding hands



Wait together for the fire engine