



## Emergency Evacuation Procedure

To keep the children and myself safe I have developed the following procedure to evacuate my home in the event of an emergency. This may be because of a fire, flooding, gas leak etc. The children will regularly practice the evacuation procedure with me, so they will not be alarmed in the event of the situation being real. Practices will be carried out on different days of the week to ensure all children practice.

- Sound the alarm (Whistle)
- Evacuate the children using the safest and nearest exit available
- Emergency exits are: Front door, Patio doors.
- Take: Attendance Record for the day, Contact numbers, Mobile phone
- Assemble across the road from the house (at the end of the garden if leaving via the rear of the house)
- Contact the emergency services
- Comfort and reassure the children
- Arrange safe place for the children to stay until parents can collect them
- Follow the instructions of the Emergency Services
- Do not return to the building until the Emergency Services have declared it safe to do so
- Phone OFSTED

I always carry my mobile phone which is fully charged. All contact numbers for each child is held on the phone (parent's contact numbers and emergency contacts). Other emergency numbers of my own doctor and police station are also on my phone.

**NB** There are smoke alarms fitted to both floors of my home, these are checked regularly. I operate a no smoking policy and ensure that children are in a smoke-free environment whilst in my care.

I have a fire blanket in my utility room.

From time to time I will include a fire safety activity session, to heighten the children's awareness of safety.

Lucy Madge  
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