

Policy- Emergencies (Fire Evacuation.)

In the event of an emergency, I have a responsibility to keep every child safe, and therefore I have had to put together a procedure to evacuate my home with the children. This could be because of flooding/a gas leak/fire etc. So that the children would not suddenly be alarmed in the event of this happening, I would do practice drills of what would happen. I feel that this would also keep them calmer in the event of an emergency as they would feel confident in knowing what to do. I would make sure that every child has experienced this, so would do it on every day that I needed to, to make sure every child experienced and got used to the drill happening.

Every day a register would be done, therefore knowing exactly who I had with me that day and what time until. All details of any emergency drills held will be kept in a log. So, in the event of a fire drill practicing for an emergency these are the steps I would take and what I would get the children to do:-

- Firstly, I would sound the smoke alarm. This gets them used to what the smoke alarm sounds like and as soon as they hear it, they will know what to do, and would also use Fireman Sam to encourage this.
- They will all be taught to stand by the picture of flames on the wall and wait to go outside with myself, unless on a real emergency the fire was a hazard they would go to where I told them to stand at the time. All babies/toddlers would be carried out safely by myself or an assistant.
- I would make sure that I took the attendance record with me, all contact numbers and my mobile phone. This will be duplicated in a separate folder and be kept by the flame sign where we will all meet. I then know that I have all information that I need to hand and not have to worry about finding any of it.
- We would then make our way out of the least dangerous exit. In my setting I have 3 exits, the front door, the back door and the double doors that go out onto the garden. Again all children will be made aware of the exits in my setting on the fire drills.
- When we were all safely outside, then I would ring for the emergency services.
- Once that phone call was made, I would go to one of the arranged safe places where I would then ring yourself. There 3 safe places that I have are 3 friends houses. They are all just short walking distance from my house and are all happy that I could one day possibly use their house.
- I understand this would be very scary for a child, however I would reassure them everything is ok, and try and keep them as calm as possible.
- I would not go back to my setting until instructed that it was safe to do so.

I therefore request from yourselves that if you ever have a different number or address, then I am informed as soon as possible. I have a routine for checking smoke alarms, and I will have a record and a sheet that I will sign. They will be checked weekly. All of which will be recorded. These have recently been fitted by Gloucestershire fire brigade and have had a home safety check by them too, and the batteries last for 8-10 years in them.

