

Emergency Evacuation Procedure

To ensure the safety of the children and myself, I have developed the following procedure for evacuating my home in the event of an emergency, such as a fire, flooding, or gas leak.

Children will regularly practice the evacuation procedure (at least once a month) to ensure they are familiar with the process and remain calm in the event of a real emergency. Drills will be carried out on different days of the week to ensure all children have the opportunity to participate, with all details recorded in the evacuation log.

Procedure:

1. **Sound the alarm** to alert everyone to the emergency.
2. **Evacuate the children** using the safest and nearest exit available. Babies and toddlers will be carried to safety.
3. Take essential items:
 - Attendance record for the day
 - Contact numbers
 - Mobile phone
4. **Assemble at the designated assembly points** (in order of preference):
 - Assembly Point A – Back Door
 - Assembly Point B – Side Door
 - Assembly Point C – Front Door
5. **Contact emergency services** as soon as possible.
6. **Comfort and reassure the children** to help them remain calm.
7. **Arrange a safe location** for the children to stay until parents can collect them.
8. **Follow the instructions of the emergency services.**
9. Do not return to the building until the emergency services have declared it safe to do so.

This procedure is reviewed regularly to ensure it is up-to-date and effective in maintaining the safety of all children in my care.