# Emergency Evacuation Procedure

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**Reviewed:** 23/06/2026

In the event of a fire or other emergency that would require us to evacuate the premises I would gather all the children in my setting and safely lead them to the nearest available exit, making sure to carry babies and toddlers to safety. We will use front door or, back door and garden door, depending on nearer and safest exit. I keep all the fire exit free from hazard and clear. I will keep the phone in my pocket at all times.

Once outside the premises I will assemble the children at the assembly point: path near the golf club. Once we are safely away from the house, at the assembly point, I would call the Emergency Services. I would then contact all of the children's parents and ask them to collect as soon as possible. Whilst waiting for their parents I would ensure the children were kept safe and reassured. I would not re-enter the building until it was advised by the emergency services that it was safe to do so.

In the event that we are unable to safely evacuate the house I will take the children to the room furthest away from the emergency, close all doors, seal the door with towels or similar items and will then call the Emergency Services.

To prepare for situations requiring emergency evacuation I take the following precautions:

- I keep my mobile phone fully charged and with me at all times.
- I ensure all exits from my property are kept clear and hazard free to ensure a quick evacuation if required
- I practice half-termly fire drills with the children, following this evacuation plan so that they would know what to do in the event of a real emergency and so that they don't become too scared if an emergency were to arise.
- I have smoke alarms in the following locations: kitchen, living room and upstairs. I test them on a weekly basis and also have a fire blanket fitted in the kitchen.

In the event of an emergency evacuation, I would take with me:

- Attendance record for the day
- Contact numbers
- My mobile phone