



Emergency Evacuation

Date: November 2023

Review: November 2025

Policy intention

This policy is in place so that we can vacate the building safely when required. We have a responsibility to keep all children, staff and parents safe when an emergency situation is identified.

We must respond effectively to health and safety incidents, severe weather, structural failure, major incidents and other emergencies that might occur. We will endeavour to take people away from danger, summon assistance, liaise with emergency services and provide support, first aid and medical assistance if required. We have clear emergency roles and responsibilities in place that includes the use of exits, emergency equipment, raising alarms and communicating instructions.

Procedure

- We ensure everyone in the setting, children, staff, parents and visitors are clear about the evacuation procedure.
- We have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and fire extinguishers) which is in working order.
- Fire exits are clearly identifiable and fire doors are always kept free of obstruction and easily opened from the inside.
- We ensure that emergency communication systems, such as walkie talkies, are checked regularly.
- Through induction and ongoing supervision of all staff, we ensure they are competent and able to safely undertake their roles and responsibilities.
- We practice evacuations regularly with all children so they are aware of what to do, and are not panicked in the event of a real emergency evacuation.
- In event of an emergency, we assess the immediate danger and raise the alarm as necessary, calling upon the assistance of emergency services when required by dialling 999.
- One individual is nominated as lead in the event of an emergency.
- Children and staff safety is of paramount importance, staff will gather children, and move quickly through the escape routes to a designated assembly point or place of safety away from the building.
- We ensure all children, staff and any other visitors are accounted for.
- In the event of a fire, we do not attempt to tackle the blaze, doors are closed where possible, to contain the fire brigade after exiting.