Next Steps Day Care

Emergency Evacuation Procedure Policy

In order to keep the children and staff safe the following procedure has been developed to safely evacuate the premises in an event of an emergency. Such as a fire, gas leak or flooding etc. We regularly practice the evacuation procedure to ensure that everyone knows what to do and is not alarmed or uncertain of how to carry out this procedure. We also practice the drill on different days of the week to ensure that all children are aware of what may happen. Details of the drill is recorded on the weekly risk assessments and within our fire drill log book.

Procedure –

1 – Sound the alarm (a loud bell on the window seal in the kitchen).

2 – If possible one member of staff will quickly retrieve the pushchairs from outside and wheel them round to the door. Other members of staff will collect all children, including those who are sleeping and load up the pushchairs ready to evacuate.

3 – Emergency contacts, attendance record, mobile phone and keys MUST be collected on exit to contact whoever is necessary.

4 – Our assemble point is to the care home down the road through any door leading outwards. If this is not possible then we will assemble at the top of the back garden.

5 – Once at an assembly point we will contact the emergency services and follow their instructions to ensure we are all safe.

6 – We will then contact parents/carers to come and collect their child from the safe place.

7 – We will then wait until the emergency services deem the premises safe to enter.

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