Emergency evacuation

This policy is in place to ensure the correct procedures are followed and understood by all practitioners. Children will be evacuated from the premises when there is an immediate risk, if we are advised to do so by the emergency services or whilst carrying out mock drills to familiarise both staff and children with the process.

**Preparation:**

* There is an emergency evacuation procedure in place which is unique to the setting, risk assessments of the building and evacuation routes are in place, these documents are reviewed annually and updated if required. Findings from risk assessments are implemented throughout to support the swift exit if required, some examples being: fire doors kept clear, clear exit signage and relevant information displayed throughout the setting/ at exits.
* All staff, parents and children where appropriate are aware of the evacuation process. Staff are made aware of this process during their induction period and emergency evacuation procedures are practised regularly.
* The most senior practitioner per room (usually the Room Leader) is responsible for the evacuation of all staff and children under their supervision, they are to be aware of the number of children and staff, carry out headcounts and ensure these findings reflect the information held as per the register. The most senior member of staff should be last to leave the room, it is their responsibility to ensure to children remain within the room.
* In the case of an evacuation drill, the Manager (or relevant person hosting the drill) should record findings of evacuation, including departure times, that procedures were followed and if/where any improvements can be made. This information should be recorded, and stored within the evacuation folder and also relayed to the rooms.
* Children will be both physically and emotionally supported during this process in an age appropriate way, once evacuation and headcounts are completed Practitioners’ sole focus is to be supporting the well being of all children during the disruption. Management and Senior members of staff are also there to support the staffing chain throughout.

**Process:**

1. Upon first notification of need for emergency evacuation (eg: from Manager or hearing fire alarm) staff are to calmy gather the children and begin leaving the room. *The most senior member of staff within the room is to be last to leave it, they are responsible for ensuring all children are out, getting the class register/tablet then closing the windows and doors behind them.*
2. Emergency evacuation route is to be followed throughout building where possible, leaving via the emergency exits and then gathering at the stated assembly point. Pre school room is to collect the Evacuation bag on their way out.
3. Once here, a headcount is to be carried out ensuring this accurately reflects the register, the Manager is to be urgently notified of any discrepancies
4. The manager is to contact any relevant emergency services as soon as safe to do so
5. All staff and children are to remain outside the setting until it is declared safe to return inside. If the setting will not be safe to return into then all parents should be contacted, notified of the situation and asked to collect their child promptly. *(details are retriable via the tablet)*
6. A detailed incident report is to be completed and sent to any required parties, eg: director, local authorities etc.

**Additional points:**

1. In the case of non-mobile children, staff are to make a chain on the stairs (one at top, one on the stairs and one at the bottom) passing children down to the next person to ensure the quickest exit. Once outside of the building the baby wagon is able to be used to secure the younger babies.
2. The room leader of the baby room is also required to check the cot room is empty of children.
3. Evacuation bag is to be stored near the fire exit at all times, this is to contain:

* Nappies/wipes
* Long life snacks (crackers, raisins etc)
* PPE
* First aid kit
* Small range of entertainment resources, eg: books

**Documentation for reference:**

• Regulatory Reform (Fire Safety) Order 2005