



# MELISSA'S CHILDCARE

## EMERGENCY EVACUATION PROCEDURES

### Purpose

To ensure the safety and well-being of all children in my care in the event of an emergency, I have established the following evacuation procedures. These apply to situations such as fire, flooding, gas leaks, terrorist threats, or national emergencies.

### Evacuation Preparedness

- Children will regularly participate in evacuation drills to ensure they are familiar with the procedures and remain calm during a real emergency.
- Drills will be conducted on various days and times to include all children.
- All drills will be recorded in the **Evacuation Log**.

### In Case of Emergency

- 1. Sound the Alarm:**
  - Raise the alarm immediately if a fire or any other emergency is detected.
- 2. Evacuate Immediately:**
  - Exit the building using the nearest and safest exit.
  - Babies and toddlers will be carried to safety.
  - Do not stop to collect personal items.
- 3. Take Essential Information:**
  - Daily attendance register
  - Emergency contact numbers
  - Mobile phone
- 4. Assemble at the Safe Zone:**
  - Designated assembly point: **Under the tree at the front of the building**, at a safe distance.
- 5. Contact Emergency Services:**
  - Dial 999 and report the emergency once safely outside and all children are accounted for.
- 6. Check Attendance:**
  - Confirm that all children and adults are present.
- 7. Provide Comfort and Reassurance:**
  - Calm and support the children while waiting for assistance.
- 8. Alternative Shelter:**
  - If the setting is unsafe to return to, we will take temporary refuge at the home of my registered childminder colleague, who is known to the children and some parents.
- 9. Parental Notification:**



- Parents and emergency contacts will be informed as soon as communication becomes possible.
- Children will be cared for until they are safely collected—even overnight, if necessary.

#### **10. Follow Emergency Services Instructions:**

- Do not re-enter the building until it is declared safe.
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#### **Record Keeping & Contact Information**

- A complete list of children's names, addresses, parent and emergency contacts is stored securely with the fire drill records.
  - This information is also saved on my mobile phone for quick access.
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#### **Emergency Outside the Setting**

- If we are caught in an emergency while away from the setting, I will follow the directions of emergency services and keep the children safe and reassured.
  - I will make every effort to maintain communication, understanding that phone networks may be disrupted during major incidents.
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#### **Communication During Major Emergencies**

- In the event that communication lines are down, I will try to contact you regularly and encourage you to do the same.
  - I will stay informed via radio, television, or internet (as available).
  - To protect the children from distress, I will filter any alarming information or images.
  - If requested, we can agree on a pre-planned explanation to reassure your child if your arrival is delayed.
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**Note:** These procedures are reviewed annually or sooner if necessary. Any updates will be communicated to all parents.

