

Policies and Procedures: Emergency Evacuation/Lockdown.

In order to keep the children and myself safe, I have developed the following procedure to evacuate my home in the event of an emergency. This may be as a result of a fire, flooding etc. I have also developed a lockdown procedure for in case of a terrorist incident.

Your child(ren) will regularly practice the procedures with me so that they will not be alarmed in the event of a situation being real. Practices will be carried out on different days of the week to ensure all children practice as well as via the different routes. Much older children may be asked to carry younger ones to safety or hold the hands of toddlers. All the details will be recorded in the evacuation log.

EVACUATION

- Sound the alarm.
- Evacuate the children using the safest and nearest exit available (babies and toddlers will be carried to safety).
- Take the emergency bag by the door (including attendance record, contact numbers and emergency mobile phone).
- Assemble at the double gate at the bottom of the garden if evacuating the main house.
- Assemble at the single gate at the top of the garden if evacuating the Barn.
- Contact the emergency services.
- Comfort and reassure the children.
- Arrange a safe place for the children to stay until parents can collect them e.g. from the play room, the main house or my backup childminders.
- Contact parents to inform them of the emergency, and explain the actions taken.
- Follow the instructions of the emergency services, not returning to the building until the emergency services declare that it is safe to do so.

LOCKDOWN

- Ensure all are inside and lock the doors. (If safe enough to do so, this includes the wooden padlocked door).
- Move all children upstairs or in to the bathroom area. (These are areas without windows).
- Take the emergency bag by the door (including attendance record, contact numbers and emergency mobile phone).
- Contact the emergency services.

