Procedure in the event of a fire (or other emergency)

**Prevention**

I will ensure that:

* Electrical/gas equipment is maintained in good working order, including being inspected regularly and repaired when necessary
* Smoke alarms are tested monthly and the dates of the tests are logged
* A fire blanket is accessible and familiar to the user
* Exits remain clear and free of clutter
* Any flammable products are safely stored and out of the reach of children
* All children are aware of fire procedure, if age allows

For the safety of the children in my care, my family and myself I have developed the following procedure to evacuate my home as quickly as possible in the event of an emergency. This may be as a result of a fire, a flood or gas leak etc.

I will run through the evacuation procedure every month with the children. As I have different children on each day of the week, I will vary the day I practice the evacuation procedure each month so that every child has practiced the procedure at least once every 6 months. I do this with the children so as they will not be alarmed in the event of the situation being real and so that the children learn of the importance of being able to escape from the house quickly and safely in an emergency. Details of all practice evacuations will be recorded in my monthly record in the green folder.

**During a fire (or other emergency)**

I will follow the following evacuation procedure:

1. Sound the alarm. As well as any smoke alarms that may be sounding, I will alert all children by calling to them.
2. Evacuate the children using the safest and nearest exit available (Babies and toddlers will be carried to safety)
3. If it is safe to do so I will take:
* Attendance Record for the day
* Emergency Contact numbers
* My mobile phone
1. I will assemble all children across the road from the house or at the end of the garden by the back gate if escape was via the rear of the house.
2. Contact the emergency services and then parents to collect their children
3. Administer any First Aid if required
4. Comfort and reassure the children and arrange a safe place to wait with them until they can be collected.
5. Follow the instructions of the Emergency Services
6. I will not return to the building until the Emergency Services have declared it safe to do so

**After a fire (or other emergency)**

I will ensure that:

* Parents, CIW and insurance company are informed of the incident
* The incident is recorded, and I shall review the fire procedure
* Parents and CIW are informed of any outcomes following an investigation

This policy was designed by Little Rosebuds with regard to the following legislation.

**The National Minimum Standards for regulated Childcare for children up to the age of 12 years**

* Standard 24: Safety
	+ 24.16 – 24.21: Fire risk

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