**EMERGENCY EVACUATION POLICY & PROCEDURE**

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, gas leak etc.

The children will regularly practice the evacuation procedure with me so they will not be alarmed in the event of the situation being real. Practices will be carried on out different days of the week to ensure all children practice and the details recorded in the evacuation log.

Sound the alarm (this is a whistle)

Evacuate the children using the safest and nearest exit available (babies and toddlers will be carried to safety)

Take:

Attendance Record for the day

Contact Numbers

Mobile Phone

Assemble

Contact the Emergency Services

Arrange safe place for the children to stay until parents can collect them

Follow the instructions of the Emergency services

Do not return to the building until the Emergency Services have declared it safe to do so

**Emergency Evacuation Policy & Procedure agreement**

I have had the opportunity to read my childminders Emergency Evacuation policy and procedures and I understand and agree to them. I understand these signed policies and procedures will be filed away securely, and I have a copy for myself.

Name of child:

Signature of parent:

Date: