



Emergency Evacuation and Lockdown Procedure

The safety and wellbeing of the children and adults in our care is a priority. In order to ensure everyone's safety, we have established procedures to follow in the event of an emergency requiring evacuation of the premises. Emergencies may include situations such as fire, gas leaks, flooding or other incidents that make it unsafe to remain in the building.

Children will regularly practise the evacuation procedure so they become familiar with the routine and do not feel alarmed should a real emergency occur. Drills will take place on different days and at different times to ensure all children have the opportunity to participate. All evacuation practices will be recorded.

Emergency Evacuation Procedure

In the event of an emergency requiring evacuation, the following steps will be taken:

- The alarm will be sounded (ringing the bell).
- Children will be evacuated using the nearest and safest exit.
- The mobile phone and emergency contact list will be taken.
- Everyone will assemble at the designated fire assembly point near the gates.
- Emergency services will be contacted if necessary.
- Children will be comforted and reassured.
- If required, arrangements will be made for the children to stay in a safe place until parents or carers are able to collect them.
- We will follow all instructions given by the emergency services.
- No one will return to the premises until the emergency services confirm that it is safe to do so.

Lockdown Procedure

A lockdown may be necessary if there is a potential threat or danger in the immediate area. In such circumstances, the following procedures will be followed:

- All doors will be locked and secured.

- Children and adults will move to a safe area away from doors and windows.
- The police will be contacted if it is safe to do so.
- Children will be reassured and comforted to help them remain calm.
- Noise will be kept to a minimum while remaining in the safe area.
- We will remain in lockdown until it is confirmed safe to resume normal activities.

Policy Review

We are committed to ensuring that this Emergency Evacuation and Lockdown Procedure remains effective. The procedure will be reviewed and updated at least annually, or sooner if required.