**Emergency Evacuation Policy**

Evacuation may be necessary in the event of as a fire, flooding etc. The children will regularly practise the evacuation procedure with our staff members so they will not be alarmed in the event of a real emergency. Practises will be carried out on different days of the week to ensure that all children practise, and the details recorded in the evacuation log.

In order to keep the children and staff safe, we have developed the following procedure to evacuate our setting in the event of an emergency:

1. Sound the alarm
2. Evacuate the children using the safest and nearest fire exit (babies and toddlers will be carried safely).
3. Take attendance records, contact numbers and mobile phone.
4. Assemble outside nursery
5. Contact the emergency services.
6. Comfort and reassure the children.
7. Arrange a safe place for the children to stay until parents can collect them.
8. Follow the instructions of the Emergency Services.

Do not return to the building until the emergency services have declared it safe to do so.