Emergency Evacuation and Contingency Procedure

Little Monsters Day Nursery

1. Statement of Intent

Little Monsters Day Nursery is committed to ensuring the safety and wellbeing of all children, staff, and visitors in the event of an emergency. This procedure outlines the actions to be taken in situations requiring evacuation or lockdown, including fire, gas leaks, bomb threats, chemical incidents, or other serious emergencies.

All procedures comply with the Early Years Foundation Stage (EYFS) statutory framework and Ofsted requirements.

2. Aim

We aim to:

- Protect children, staff, and visitors from harm
- Ensure swift and orderly evacuation or lockdown
- Maintain accurate records during emergencies
- Support effective communication with parents and emergency services
- Minimise distress to children through calm and consistent procedures

3. Types of Emergencies Covered

This procedure applies to, but is not limited to:

- Fire
- Gas leaks
- Bomb threats
- Structural damage
- Flooding
- Chemical or environmental incidents
- Security threats
- Severe weather
- Loss of utilities

4. Evacuation Procedure

4.1 Immediate Action

If the building must be evacuated:

- Staff will remain calm and reassure children.
- The fire alarm will be activated where appropriate.
- Evacuation will follow the setting's standard fire drill procedure.
- Children will leave the building quickly and safely under staff supervision.

4.2 Evacuation Routes

- Primary evacuation route: Rear exit to the back garden assembly point.
- Secondary evacuation route: Main entrance, if the rear exit is inaccessible.

Routes are clearly displayed throughout the setting and checked regularly.

4.3 Assembly Point

- Primary assembly point: Back Garden.
- Alternative assembly point: Designated safe area identified by the Manager (if the garden is unsafe).

Children and staff must remain at the assembly point until further instruction is given.

5. Staff Responsibilities

The most senior member of staff on duty will:

- Collect and secure:
  - Children's attendance register
  - Visitor signing-in book
  - Children's information/emergency contact folder
  - Mobile phone
  - Setting keys
- Ensure all rooms and areas are cleared where safe to do so.
- Carry out a headcount and register check.
- Liaise with emergency services.

All staff will:

- Support children calmly and sensitively.
- Supervise their key children.
- Prevent children from re-entering the building.

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6. Communication with Parents and Carers

- Parents will be informed as soon as practicable following an emergency.
- Parents will only be asked to collect children from the assembly point or alternative location if it is not safe to return to the building.
- Information will be shared via telephone, text message, email, or nursery communication system.

7. Lockdown and Shelter-in-Place Procedure

In certain situations (for example, chemical incidents or external threats), it may be safer to remain inside the building.

In these circumstances:

- Doors and windows will be closed and secured.
- Ventilation systems will be turned off where possible.
- Children and staff will remain in designated safe areas.
- Attendance registers will be checked.
- Instructions from emergency services will be followed at all times.
- Parents will be informed when it is safe to do so.

8. Chemical or Environmental Incidents

In the event of a suspected chemical or environmental hazard:

- The setting will follow emergency service guidance.
- Children and staff may be required to shelter in place.
- Windows and doors will be closed immediately.
- Outdoor areas will not be accessed.
- Emergency services will be contacted if required.

9. Missing Child During Evacuation

If a child is unaccounted for during evacuation:

- Emergency services will be informed immediately.
- Staff will not re-enter the building unless instructed by emergency services.
- The Manager will lead the response.

10. Practice and Training

- Evacuation drills are practised regularly and recorded.
- Staff receive training during induction and ongoing professional development.
- Procedures are reviewed following drills or incidents.

11. Record Keeping

A written record will be kept of:

- The nature of the emergency
- Date and time
- Action taken
- Names of staff involved
- Any injuries or concerns
- Communication with parents and authorities

Records are stored securely in line with the Confidentiality Policy.

12. Safeguarding and Welfare

- The welfare of children is always paramount.
- Children are supported emotionally following incidents.
- Any safeguarding concerns arising from emergencies will be reported in line with the Safeguarding Policy.

13. Policy Review and Adoption

This policy is reviewed regularly to ensure continued compliance with EYFS and Ofsted requirements.

This policy was adopted by: **Little Monsters Day Nursery**

Date Adopted: _____

Review Date: _____

Signed: _____

Name: _____

Role: Manager / Owner