

## Safeguarding- Health and Safety

### Emergency Evacuation Policy including Fire Drill

## Statutory Framework for the Early Years Foundation Stage

### Quote Ref: 3:55

*'Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency and must have an emergency evacuation procedure'*

### **Purpose of the Policy:**

The purpose of this policy is to set out the procedure to be followed in the event of a fire, bomb alert or when a suspect package is received to ensure all children, staff and visitors to the Centre are kept safe and well.

We aim to:

- Ensure the Family Centre is well maintained and staff are aware of potential risks/hazards and are alert to possible threats in order to limit the need for an emergency evacuation.
- Make staff, children and visitors aware of procedures to decrease the possibility of distress and enable a quick and effective response if an evacuation is required.

### **What parents\carers should do:**

- Follow guidance from a member of staff if an evacuation occurs whilst you are on the Family Centre site.
- Be aware that if an emergency evacuation is necessary you may be required to collect your child as soon as possible, although wherever possible an alternative arrangement will be put in place.

**What we will do:**

- Conduct an Emergency Evacuation Risk Assessment and review it at least annually or when there is material change. The risk assessment will consider all types of emergency evacuations including fire, bomb alerts and suspect packages, and should be read in conjunction with individual business continuity plans.
- In the event of the fire alarm activating or any other incident that involves evacuation of the building we will access further detailed advice via BMBC Health Safety and Emergency Resilience Unit.
- Ensure the names of trained designated Fire Marshalls and Wardens are displayed in the centre.
- Ensure evacuation drills are practiced and recorded, and that any concerns arising from these are discussed with the Health and Safety Emergency Resilience Unit and advice is acted upon.