



Get up and Go! (Gateshead) CIC

Ofsted Registration Number : EY486869

Registered Company Number : 9312319

### Emergency evacuation policy

Date of policy	14/10/14
Written by	Gina Backhouse
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#### **Introduction**

As an Ofsted registered provider we meet the statutory requirements of the Early Years Foundation Stage (EYFS 2014) as well as legislation Equality and Human Rights Commission and United Nations Convention on the Rights of the Child (1992). To this end, we have developed a policy that sets out how we will respond to an incident where an evacuation of the premises is necessitated. This policy meets the EYFS specific requirements '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. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire blankets and/or fire extinguishers) which is in working order. Fire exits must be clearly identifiable, and fire doors must be free of obstruction and easily opened from the inside.'; 'Staff should understand their roles and responsibilities in the event of a fire'; 'Regular evacuation drills should be carried out and details such as any problems encountered and how they were resolved recorded in a fire log book'.

#### **Policy**

In the event of a fire or gas leak, it is our policy to evacuate all children and adults from the premises in a calm manner.

#### **Procedure**

The school has regular safety checks of all appliances and take sensible precautions to minimise the risk of fire. The school has all the required safety equipment and fire alarms situated throughout the premises. In addition to this, Get up and Go! has a fire blanket that is easily accessible near the food preparation area.

We keep a register of children and staff on site at any time. Parents and staff sign the children in and out of the club, ensuring that we are aware of the number of children in our care at any time. In the event of a fire or a gas leak, we will implement an emergency evacuation procedure. All children will be gathered together by the doorway and once satisfied that all the children are accounted for we will calmly exit the building. Our meeting point is the PTFA noticeboard – opposite the main exit to the school. Once we are a safe distance from the building, a member of staff will call 999 to report the fire/gas leak and take the children somewhere safe until their parent/carer, who we will inform where possible, can collect them. We will carry out fire drills on top of the regular drill that the children practice at school and we will document the date of the drill and those people present.

**Conclusion**

We will do everything in our power to keep all children safe from harm; we will follow the fire evacuation plan regularly and in a calm manner.

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Signed \_\_\_\_\_ (Director and registered person)  
Date \_\_\_\_\_

Signed \_\_\_\_\_ (Director and registered person)  
Date \_\_\_\_\_