

Fire Evacuation Procedure

Setting Layout Overview

- Ground floor (main childcare area): Living room, kitchen, downstairs toilet, garden exit
- First floor: Bedrooms used for children's naps, bathroom
- Second floor: One bedroom not in use for childcare
- Primary exit: Front door
- Secondary exit: Back door leading to garden
- Assembly point: Safe location at the front of the property (e.g., opposite pavement or neighbour's driveway)

Fire Detection

A fire may be identified by:

- Smoke alarm activation
- Smell of smoke
- Visible flames
- A child or adult reporting a fire

On discovering a fire:

- Stay calm
- Do not attempt to extinguish the fire unless it is extremely small and safe
- Begin evacuation immediately

Immediate Priorities

- Your first responsibility is to the children
- Gather children quickly and calmly
- Babies/non-walkers: carry or use an evacuation cot
- Walkers: hold hands or use a walking rope if needed

Evacuation Procedure

If on the Ground Floor (most common scenario)

- 1: Lead children to the primary exit (front door).
- 2: If blocked, use the secondary exit (back door to garden).
- 3: Move to the assembly point at the front of the property.
- 4: Do not return inside for any reason.

If on the First Floor (nap time)

- 1: Gather all children from bedrooms immediately.
- 2: Check the staircase for smoke/heat before descending.
- 3: Evacuate down the stairs to the nearest safe exit (front door preferred).
- 4: If the staircase is blocked:
 - Move to a front-facing room
 - Close the door
 - Open the window
 - Call 999 and await rescue
 - Use an emergency escape ladder only if trained and safe

If on the Second Floor

- This floor is not used for childcare.
- If you are upstairs alone (e.g., grabbing something) and children are downstairs, prioritise returning to them only if safe.
- If the route is unsafe, evacuate and call 999 immediately.

Calling Emergency Services

Once safely outside call 999

Provide:

- Your name
- That you are a childminder
- Full address
- Number of children with you
- Whether anyone is still inside

Headcount & Supervision

At the assembly point:

- Conduct a full headcount
- Check the attendance register
- Keep children close, calm, and supervised
- Do not re-enter the building

Ongoing Fire Safety Measures

- Smoke alarms tested weekly
- Fire drills practiced monthly with children
- Evacuation routes kept clear
- Keys kept in accessible, designated locations
- Fire blanket in the kitchen
- Emergency contact numbers stored on your phone and printed in your grab-bag

Emergency Grab-Bag (kept by exit)

- Mobile phone
- Emergency contact list
- Small first aid kit

- Emergency blankets
- Spare nappies/wipes
- Bottle of water

After the Incident

- Contact parents once safe
- Record the incident in your fire log
- Review and update procedures if needed
- Notify Unique Support Early Years if required

Date of next review: February 2027.