GEMS TINEY HOME NURSERY

HOME FROM HOME CHILDCARE

Emergency Evacuation Plan

Purpose

This plan explains how we move children and adults to safety if fire or another danger makes the nursery unsafe. Everyone working at Gems tiney Home Nursery must know the escape routes, assembly point and their role. It is used with the premises floor plan, fire risk assessment and Emergency and Alternative Care Policy.

Preparation and individual support

The main exits are the front door and back door. Escape routes, doors and garden access must remain clear and easy for adults to open from inside. Keys, where required, are kept immediately accessible to adults and out of children's reach. The separate floor plan identifies routes and equipment.

Gemma plans how every child can be evacuated promptly, including sleeping babies, children unable to walk independently and children who need communication or mobility support. Individual evacuation arrangements are agreed where needed. Equipment and carrying arrangements must be suitable for the children and routes and must not require children to be left unattended.

Staffing and evacuation arrangements are checked against the actual children attending, including periods of sole care and any ratio variation. If the available adults cannot safely evacuate all children, care arrangements must change before that situation arises.

When the alarm sounds or danger is found

Raise the alarm clearly and begin evacuation immediately. Gemma leads, or the appropriate assistant if Gemma is incapacitated or absent. When two adults are

present, the lead directs the exit and headcount while the other supports children needing help and brings the remaining children out. Both maintain supervision and account for their allocated children.

Use the nearest safe exit and move away from smoke, heat and the source of danger. If the usual route is unsafe, use the other safe route. Help babies and children who cannot walk using the planned carrying or evacuation arrangements. Do not delay for coats, shoes, toys, pets or belongings.

Take the phone, attendance list and emergency contacts only if immediately accessible without delaying escape. Essential emergency medication may be taken if safely to hand. Never return to collect an item or search through a dangerous area.

Outside and accounting for everyone

The usual assembly point is outside the front garden gate, under the two large trees next to the car park. Use this only when safe: keep children clear of traffic, smoke, falling branches and emergency vehicle access. If it is unsafe, move together to a safer nearby position and tell emergency services the location.

Immediately count and identify every child and adult against the attendance record or known group. Maintain close supervision and repeat checks after any move. Tell firefighters immediately if anyone is missing and where they were last seen. No adult must re-enter to search.

Call 999 from a safe place without delay and ask for the appropriate service. Give the full setting address, the nature of the emergency, children's numbers, any missing person and relevant risks. Follow the operator's instructions. An adult may call while another evacuates only if this does not delay escape or compromise supervision.

If escape is blocked

Do not go through smoke or fire. Keep everyone together in the safest available room away from smoke and heat, preferably with an external window and phone. Close the door between you and the fire and call 999 immediately, giving your exact position and the number of people with you.

Block smoke entering under the door only if materials are immediately available and it is safe; do not delay the call or leave children to find them. Stay low if smoke enters, make your position known and follow the fire service's instructions. Do not improvise a dangerous window escape or jump.

Parents and continuing care

Once everyone is safe and accounted for, contact parents or emergency contacts by phone and ask for collection from the safe location when emergency services permit. Use the app for supplementary information where available. Children remain supervised and reassured until an authorised adult collects them.

If a move to shelter is needed, assess the route and destination and follow emergency services' advice. Record each handover and maintain attendance checks. Nobody re-enters until emergency services confirm it is safe.

Equipment checks and drills

Smoke detection must provide suitable warning throughout the areas used for childcare and escape routes. The original alarm location is the central front room; Gemma checks that coverage remains suitable as room use changes and seeks fire service advice where needed. A fire blanket is located in the kitchen.

We test smoke alarms weekly, record the results and follow manufacturer maintenance and replacement instructions. Faults are dealt with promptly; childcare does not continue without effective fire precautions. Evacuation takes priority over firefighting, and adults do not attempt to tackle a fire where children or escape could be put at risk.

We practise evacuation monthly and vary arrangements so children and assistants attending on different days are included. Records show the date, children and adults present, route, time taken, difficulties and action needed. Drills are calm and age appropriate and test support for children who cannot walk and periods with fewer adults.

Review and references

Gemma reviews this plan after drills, incidents, changes to children, staffing or the premises and at least annually. Assistants receive induction and refresher guidance. References: EYFS childminder framework effective September 2026, safety of premises; Department for Education emergency planning guidance; Nottinghamshire Fire and Rescue Service, Fire Safety for Childminders and Day-Care Providers.

Policy owner: Gemma Bayley
Reviewed: November 2026
Next review due: November 2027