



Emergency Evacuation Procedure



For the safety of the children in our care, we have developed the following procedure to evacuate our setting as quickly as possible in the event of an emergency. This may be because of a fire, a flood or gas leak etc.

We will practice the evacuation procedure every six months with the children and once every time a new child comes into our care. We do this with the children so they will not be alarmed in the event of the situation being real and so that the children learn of the importance of being able to escape from the setting quickly and safely in an emergency.

Details of all practice evacuations will be recorded in the Fire Drill Logbook.

The following procedure should ensure a swift, safe evacuation:

Fire Evacuation Procedures:

- **Fire Alarm Testing:** The fire alarms are tested weekly by the management team to ensure they are functioning properly, and to help familiarize children with the sound of the alarm.
- **Fire Exits and Escape Routes:** All fire exits, and escape routes are clear of obstruction so that children, staff. These routes are checked daily by the management team.
- **Evacuation Procedure:** When the alarm sounds, staff will calmly lead the children out of the building to the designated assembly point at Beckwood's car park. During this time, Fire Marshals Melissa, Natalie Berney or Leahna will check the setting environment to ensure it is clear.
- **Assembly Point Procedures:** Once at assembly at the at Beckwood's car park either Melissa, Natalie Berney or Leahna will conduct a roll call of all children and staff to confirm everyone is accounted for.
- **Evacuation Timing:** The evacuation process typically takes between 1 minute to 3 minutes to safely evacuate all children.
- **Emergency Procedures:** In the event of a real fire, either Melissa, Natalie Berney or Leahna will contact emergency services. Parents will also be notified by phone.
- **Fire Drill Record Keeping:** The Teddy Bears fire drill log will be completed for each drill, documenting:
 - The date and time of the drill.
 - How long the evacuation took.
 - Any issues that caused delays.
 - Actions taken to improve the evacuation process.

Fire Safety and Emergency Evacuation Oversight:

- **Fire Risk Assessment:** Melissa, Natalie Berney or Leahna are responsible for conducting and implementing the fire risk assessment.
- **Scheduled Drills:** Emergency evacuation and fire drills are conducted at least every 6 months within the setting.

Bomb Threat Procedure

If the nursery receives a bomb threat, the person handling the call must immediately follow the bomb threat communication protocol and alert another staff member to facilitate a safe evacuation and contact the police.

Steps for Handling a Bomb Threat Communication

All staff members with access to telephones, mobile devices, computers, or any means of public contact must be prepared to respond to a bomb threat and understand their duty to protect others.

If the threat is received over the phone:

- Stay calm and listen attentively.
- If possible, keep the caller on the line while a colleague dials 999.
- Note the caller's number if it is displayed on the phone. If not, dial 1471 after the call ends to try to retrieve the number.
- If the threat is recorded, write down as much detail as possible and preserve the recording for the police.
- If the threat is received via text, do not reply, forward, or delete the message. Note the sender's number and follow police instructions.

If the threat is made face-to-face:

- Try to remember as many details about the person making the threat as possible and what was said.

If the threat is written (e.g., a note, letter, or graffiti):

- Treat the item as police evidence and prevent others from touching it.

If the threat is received via email or social media:

- Do not reply to, forward, or delete the message.
- Note the sender's email address or social media username/user ID.
- Preserve web log files for the setting, as the police may require data from 7 days before the threat and up to 48 hours afterward for their investigation.

Staff should always follow these protocols to ensure a quick and effective response to any bomb threat.

Terrorist Attack

As of October 2024, the UK's terrorism threat level is classified as SUBSTANTIAL. While police and security agencies are working diligently to ensure public safety, it is crucial for staff and communities to stay alert and be aware of how to protect themselves if necessary.



ALWAYS REMEMBER: Always remain calm and give the children reassurance.

This policy was adopted by	Teddy Bears Childcare
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Name and role of signatory	Leahna Welch (Deputy Manager)