

Swiss Valley Childminding Procedure to be followed in the event of a fire or accident

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Policies & Procedures will be reviewed yearly and amended accordingly

In the unlikely event of an emergency evacuation when I have children in my care i.e. gas leak/fire/flood, I have a fire escape plan in place, and older children are all trained and we practice our fire drill regularly details of each fire drill is recorded within the fire drill section in my Risk Assessment folder.

I have had the fire brigade visit my setting and perform a fire safety check and provide advice on my home. The fire service has fitted two smoke detectors in my setting which are regularly tested and the details recorded.

If a smoke detector sounds, or a fire is detected, the priority is to evacuate the children from the building.

I have access to a telephone and a fire blanket that would only be used if a fire were preventing escape from the setting.

Fire Escape Plan:-

- **Lead all children out of the house**
- **Assemble across the road at a safe distance and check that everyone is accounted for.**
- **Notify the fire service.**
- **Contact parents or their emergency contacts to arrange collection of the children**
- **Take refuge in a neighbour or friend's home until collection is possible.**
- **Follow the instructions of the Emergency Services.**
- **Do not return to the building until the Emergency Services have declared it safe to do so.**
- **Inform CIW.**

I always carry my mobile phone which is fully charged. All contact numbers for each child is held on the phone (parent's contact numbers and emergency contacts). Other emergency numbers of my own doctor and police station are also on my phone.

Fire drills will be carried out every 6 months with smoke alarms being tested once a month and batteries being changed once a year.