Health & wellbeing

Emergency evacuation procedure

Leaving safely, checking everyone is accounted for and arranging collection.

Draft for centre review | Prepared 16 November 2026

Operational review required

This is a centre-specific draft. It must be reviewed, completed and approved before adoption. It does not confirm staff appointments, registration or arrangements that have not been supplied.

Prepare before attendance

The manager must approve a premises-specific evacuation plan, safe exit routes, assembly point, staff duties and arrangements for children or adults needing help. Share the relevant plan with staff, families and visiting providers.

Keep exits clear and usable. Practise drills at suitable intervals, explain them in a reassuring way and keep a record of what was tested and any improvement needed.

If evacuation is needed

Raise the alarm, contact emergency services where necessary and leave by the safest available route. Do not stop to collect belongings or re-enter until authorised.

Take the attendance register, emergency contact information and a charged centre phone only if safe and immediately available. Staff lead the children to the agreed assembly point and complete a headcount and register check.

Report any missing person and their last known location to emergency responders immediately. Do not send an untrained person back inside.

Reassure children, arrange a safe waiting location, inform families and coordinate authorised collection. Record the incident and review the plan.

Centre review before adoption

Confirm the centre's actual assembly point, exits and assistance plans; do not use another provider's evacuation plan.