

Check this template against your local regulations and your own policies before you use it.

SOP no.		Version		Effective date	
Owner		Approver		Review date	

Purpose

To make sure that in a fire, gas leak, flood, threat or other emergency, every child, staff member and visitor is moved to safety or locked down quickly, counted, and kept safe until the emergency services say it is over.

Scope

Every emergency that means leaving the building or sheltering inside it, at the service and on excursions. It applies to everyone on site: educators, other staff, students, volunteers, contractors and visitors.

Responsibilities

Role	Responsibility
Emergency warden (person in charge)	Decides whether to evacuate or lock down, calls emergency services, takes the headcount report and speaks to the emergency services.
Room educators	Move their children to safety, take the room's attendance record and emergency bag, and count their children.
Sweep educator	Checks every room, toilet, sleep room and outdoor area is empty, and closes doors behind them.
Administration	Takes the visitors' book, the staff sign-in record and the family contact list, and helps contact families.

Definitions

Evacuation: Moving everyone out of the building, or one part of it, to a safe assembly point.

Lockdown: Keeping everyone inside, with doors and windows locked, because it isn't safe to go outside.

Shelter in place: Staying inside, away from a hazard such as smoke or a storm, without necessarily locking doors.

What you need

- The emergency evacuation plan, displayed in every room
- An emergency bag in each room, with the attendance record, family contacts, children's emergency medication and a first aid kit
- Evacuation cots or strollers for babies who can't walk
- The visitors' book, staff sign-in record and a charged phone
- Lanyards or vests that identify the warden and educators

Procedure

1. Raise the alarm

Anyone who discovers an emergency raises the alarm, using the alarm, a whistle or by calling out, and tells the warden.

2. Decide whether to evacuate or lock down

The warden decides, and calls emergency services. Leave by the safest exit, away from the hazard.

3. Gather the children

Each educator gathers the children in their care calmly, and picks up the attendance record and the emergency bag. Leave belongings behind.

4. Move babies and children who can't walk

Put babies in the evacuation cot or strollers, and carry or hold the hands of children who need help.

5. Sweep the building

The sweep educator checks every room, toilet, sleep room and outdoor area on the way out, closes doors behind them, and tells the warden the building is clear.

Caution: Never go back into the building for anyone or anything once you're out. Tell the emergency services who is missing and where they might be.

6. Count everyone at the assembly point

Each educator counts their children against the attendance record, and the administration counts staff and visitors against the sign-in records. Report the numbers to the warden.

7. Report to the emergency services

The warden tells the emergency services whether everyone is accounted for, and who is missing if not.

8. Lock down when it's not safe to leave

On the lockdown signal, bring every child inside, lock the doors and windows, close the blinds, and move children away from windows and doors. Keep them calm and quiet, count them, and wait.

Caution: Don't open the doors until the police or the warden give the all clear in person.

9. Wait for the all clear

Stay at the assembly point or in lockdown until the emergency services say it's safe. Keep children supervised, warm and reassured.

10. Contact families

If children can't go back inside, contact families with clear instructions on where to collect their child, and record who collects each one.

11. Record and review

After any emergency or drill, record what happened, how long it took and anything that went wrong, and fix it before the next drill.

Records

- The drill record for every practice evacuation and lockdown, with the date, time, type, time taken, numbers of children and staff, and issues found.
- Incident records for any real emergency.
- The emergency evacuation plan, reviewed every year and after any change to the building.
- Records of staff training in this procedure.

Related documents

- Emergency and evacuation policy
- Childcare daily safety checklist

- Child arrival and departure procedure
- Excursion procedure

Revision history

Version	Date	What changed	Approved by