***QUEEN’S UNIVERSITY BELFAST***

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Childcare Services

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**Evacuation Policy**

Childcare Services at Queen’s is committed to ensuring the safety of the children and staff attending and working in the setting. We ensure procedures are in place to ensure safe evacuation of the premises if the need arises.

We comply with relevant Health and Safety Executive Northern Ireland, Environmental Health, Fire Safety Legislation and work in association with QUB Safety Services. We are also governed by QUB Health and Safety Policy - <http://www.qub.ac.uk/safetyforfurtherinformation>

We also have 2 staff who are qualified in First Aid at Work and 16 staff who are qualified in Paediatric First Aid.

In the event of having to evacuate to premises as a consequence of a:

**Fire** – the Fire Evacuation Policy will be invoked and procedures followed.

**Major Incident** – In the event of a major incident that necessitates the evacuation of the Childcare Site the following procedures will ensue:

* Notify staff and children of the evacuation – help will be sought with evacuation, assistance will be given from additional staff from other departments.
* Gather all contact details for both staff and children. Master copy of details on all sites.
* Escort staff and children to the designated assembly point - No 11 College Gardens – The Old Student Guidance Centre
* Contact Parents, and liaise with University Estates Department