



EVACUATION & FIRE POLICY

Summary

The evacuation and fire policy provides clear guidance on what steps are required in the event of needing to evacuate the building in an emergency. Full details are shown in the flow diagram following and as displayed in each room of the Nursery.

All staff and volunteers will routinely be made aware of the evacuation procedure, where the nearest exits are and any equipment available to them as part of their induction process.

For all Nursery visitors details of the Fire Evacuation flow diagram including all emergency exits is displayed on the parents notice board. Visitors should make sure they are asked to familiarise themselves with it before entering the main building.

Fire exits are clearly signed and all staff are responsible for keeping these exits clear from obstructions at all times during the working day.

If the fire is on the ground floor, we will exit the preschool room from one of the stairwells depending on location of fire. If the fire is upstairs, we will exit from stairwell furthest from fire. If necessary, we will evacuate via a window ensuring a crash mat is placed outside and a member of staff will exit first then receive children. This will only be done in extreme circumstances: ideally with the fire services in attendance by this point.

Fire Alarm

In the event of a fire either the smoke alarms will sound or the fire alarm will go off.

Evacuation

It is the responsibility of the 'On Duty' Fire Warden to collect each room's signing in/out book. This is so all other members of staff are able to support the children and ensure a speedy and safe exit from the building.

On exit from the building a member of preschool staff will collect the Nursery 'Grab Bag' (located in the preschool) which includes basic provisions to be used as required once all staff and children are safely congregated in the fire meeting point.

Once outside and at the agreed fire meeting point (see diagram following) each room should take a register to confirm all children are accounted for and any discrepancies should immediately be reported to the Manager or Deputy.



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When the Baby Room is being evacuated any 'non-walkers' will be collected by both baby room and toddler room staff. In the interests of speed each member of staff (where they are able) is permitted to carry 2 babies (one in each arm) solely for the period of moving all non-walkers to the safety of the fire meeting point. Clear communication between the baby room staff and toddler room staff is required to confirm (or not) where assistance is needed. Nursery cook will also support baby room children at this time

All staff are to support each other as required to control and comfort the children when waiting for next instructions at the fire meeting point.

Fire Warden

The named fire warden for the nursery is the Rebecca Jarvis. In her absence the most senior member of staff will act as Fire Warden.

The responsibility of the fire warden is to assist with evacuations, take the nursery phone and check all of the rooms in the building prior to exit to confirm a safe evacuation has been executed. The fire warden will also assist with any crowd control issues and the registration and record of information in the fire log book. The information is to include times, staff names, comments, any issues raised, any instructions given listing any actions to be made. The fire log book is found in the office on the filing shelf.

Fire Drills are to be done at a minimum of once a month and as soon as is practicably possible when new staff have recently been employed with the Company. The speed of evacuation will be recorded for each drill and publicised to parents after each drill.

See evacuation flow diagram which follows ...



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Evacuation & Fire Procedure

In the event of requiring an evacuation or discovering a fire

In the event of the smoke alarm sounding with a continuous alarm

RAISE THE ALARM

Sounds the fire alarm

IMMEDIATELY EVACUATE THE BUILDING

Taking all children out of the nearest and safest exit to meet at the fire meeting point:-

Middle floodlight of pitch

NEXT TO THE FIRE ASSEMBLY POINT SIGN

Fire Warden to collect all rooms' daily register signing 'In/Out' folders and to check all rooms closing doors behind them and exit the building with the nursery phone .

PHONE EMERGENCY SERVICES ON 999 – ASKING FOR FIRE