

Fire Evacuation Policy and Procedure

Date: September 2018

Review Date: October 2019

Overview

This procedure is to be followed in the event of a fire or any other emergency that requires the nursery to be evacuated. It is designed to ensure that children and staff leave the building in an orderly and speedy manner to assemble in a safe place.

Objectives

1. To keep the children and staff safe from danger.
2. To evacuate the building quickly and in an orderly manner without panic and to take all the children and staff to agreed place of safety.
3. To ensure that the building is checked whilst safe to do so
4. To summon help quickly.

Strategies

1. The first member of staff to discover the danger will sound the alarm.
2. The nursery has an automatic connection to a monitoring service and the fire brigade are therefore notified.
3. The alarm also automatically disables our security (fob) system to ensure a quick exit.
4. At the sound of the alarm, all staff responsible for children will escort them quickly, and in an orderly manner, from the building to the agreed assembly point (which is the furthest point within the staff car park).
5. The nearest safe exit should be used. If that is blocked then the next nearest exit will be used.
6. Where relevant, staff will take their registers with them.
7. The manager or person in charge will check the staff room, staff toilets and office before leaving the building.
8. When rooms have been checked by senior staff and ensured that they are completely empty, the doors should be closed to prevent the spread of fire.
9. Once outside the manager or person in charge will go and check that the gates are secure and will help direct the children to the assembly point.
10. At the assembly point, registers will be taken to ensure that all children, staff and visitors are accounted for.
11. The manager will take the following to the assembly points:
 - Copy of emergency contact lists
 - Copy of registers
 - The staff and visitors signing in and out log
 - First Aid box
12. The manager must be informed immediately if a child or member of staff cannot be accounted for.
13. No one must return to the building once it has been evacuated without the permission of the most senior person present.

Management Signature:

Date: