

Emergency Evacuation Procedure

This procedure details information needed for the safe and timely building evacuation of children and adults. **The fire log records are located in the BLUE Fire Safety Folder stored in the office cabinet**

Key staff and responsibilities.

Senior Staff members are

- Manager Amy Claypole
- Deputy Manager Olivia Langham
- Named Third in charge Zoe Owen
- **Designated Fire Safety Officer** Deborah Langham/Amy Claypole

All staff and volunteers receive fire safety training as part of their induction process and will be made aware of evacuation procedures.

Location of equipment

Fire extinguishers are located as follows,

- Main play room by main entrance door Foam
- End of corridor leading to fire exit no CO2
- Rear hall outside office door Foam
- Fire blankets x 2
(One in the Raindrop room fixed to kitchen cupboard and one fixed to the wall in the Rainbow room next to the kitchen cupboard.)

There are a total of **six** smoke alarms within the building. See fire plan

There is **one** Carbon Monoxide detector within the building. See fire plan

How to Raise an Alarm

If you have a serious concern that may result in the evacuation of the building, notify a senior member of staff in the first instance; that person will investigate and initiate the evacuation procedure if necessary.

If smoke, fire or fumes are detected, locate a fire alarm whistle, blow it to gain attention and shout FIRE! This may need to be repeated twice to gain attention.

If it is safe to do so, **dial 999** for the emergency services and ask for the fire service.

Evacuation of the Building

Primary Plan

When the fire alarm sounds, or you hear 'FIRE' being called.

- All staff members to repeat the call 'FIRE'
- Quickly close all windows and doors in your area if it is safe to do so.
- Staff to help evacuate all children from play areas, line children up at the door and do a head count.
- Room staff to take attendance registers and emergency contacts, evacuation bag and medication.
- If there are any staff in the office, they will take office registers and visitor records. Office staff's primary concern will be to support staff evacuating any under 2's going immediately to the Under 2's room if safe to do so.
- Do not stop to retrieve any personal items from within the building. Manager/senior staff will ensure the nursery mobile is taken.
- **FROM MAIN PLAYROOM/STAFF ROOM:** Make your way out of the main entrance if safe to do so, or an alternative exit if not possible. From the main exit turn right and walk along the path and go to the far edge of the car park and congregate on the grassed area beyond the car park. (see fire plan)
- Do not return to the building until instructed to do so by the Fire Safety Officer.
- **FROM THE SECOND PLAYROOM/OFFICE:** Make your way out of the rear entrance of the building if safe to do so (see fire plan) or a alternative exit if not possible. Follow the drive down to the main assembly point at the front of the building to join other staff and children if safe to do so. If the building is unsafe to pass, head up the drive and congregate in a safe place until the emergency services arrive.

Secondary Plan

- If it is unsafe to exit through emergency escape route 1 on your rooms fire plan, staff should use the alternative Fire doors to exit the building. Please see fire plan.

From Outdoor Area

- Staff will collect registers and medication and supervise children in lining up at the garden gate and will take them to the grassed area on front of the car park.

Once evacuated room staff will complete a register check and head count to ensure everyone is accounted for. Staff should not re-enter the building until they have been informed it is safe to do so by a Fire Safety Officer or by the emergency services.

Managers and senior staff will contact parents/carers or emergency contacts and arrange for children to be collected.

Evacuation Drills

Smoke alarms are tested weekly. Practice fire drills are carried out once a term or when new staff or children begin at the setting.

The Fire Safety Officer will complete a log on the day of the drill and file in the office. The information log should contain:-

- Name of the Fire Safety Officer
- Date and time of evacuation
- Length of time taken to evacuate the building
- Any actions, incidents or remedial information
- Names of children, staff and visitors that took part in the drill.