

ABC NURSERY POLICIES AND PROCEDURES

PROCEDURE 33: Evacuation

- 33.1 In the case of an emergency evacuation of the nursery, the fire drill procedure would be followed as normal and a head count taken at the designated assembly points.
- 33.2 Fire evacuation notices are displayed in every room. Staff should familiarise themselves with the instructions contained within these notices. In the event of an evacuation procedure they should follow the instructions contained within these notices.
- 33.3 The children would then be escorted to the grassed area behind the willow arch where they can wait in safety until the Fire Brigade arrives. This is the fire assembly point please look for the green fire assembly notice to assist you in this.
- 33.4 The Nursery Manager is responsible for collecting the emergency contact numbers for children, the registers, first aid box including any emergency/ ongoing medicine, the signing in sheet pad and the visitor's book and for checking the downstairs rooms including the porch area and disabled toilet. The Senior Nursery Nurse of Raindrop Groups upstairs is responsible for checking all rooms including the children's toilet and staff toilet upstairs and informing the Administration Officer in the office upstairs of the imminent evacuation.
- 33.5 It is the responsibility of the Nursery Manager to call out the register for both children and staff and also not forgetting any volunteers / parents or visitors on the premises.
- 33.6 If the Fire Brigade deems the building to be unsafe to re-enter, the parents would be contacted and asked to collect their child/children. Staff will all remain with the group until all the children are collected.
- 33.7 The building will only be re-entered when and if the Fire Brigade confirm it is safe to do so.
- 33.6 The Nursery Manager would inform Ofsted of the incident.
- 33.7 Regular fire drills will be carried out and record the names of staff who were in attendance to ensure that all staff have regular practice.
- 33.8 Staff must ensure that they clock in and out when entering and leaving the building at the beginning and end of their working day and also if they leave the building during their lunch time. This is to ensure that if an evacuation takes place that staff numbers present are accurate.