



Emergency Evacuation Policy

In the event of any emergency such as a fire, staff will safely evacuate all persons via a safe exit to a pre designated place of safety. The Emergency services will be called to deal with the situation as appropriate. We have designated “fire marshals”, their responsibility is to get everyone out of the building safely. The Statutory Framework for the Early Years Foundation Stage states from September 2021, page 35: “Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire or any other emergency, and must have an emergency evacuation procedure”.

Procedure

- On the discovery of smoke/fire/emergency, a member of staff is to sound the alarm by hitting the fire alarm, situated in each room.
- On hearing the alarm, all staff are to gather all children calmly and evacuate the building via the nearest exit door. We do not collect personal belongings.
 - Nursery children will assemble on pathway by front office near car park.
 - Kindergarten children and the Learning Community will assemble on pathway near car park.
 - COVID-19: Groups to stay in their clusters when in car park using all the available space.
- Staff to take the registers when exiting the building. One member of staff to call the register, another to verify a head count once the register has been taken.
- Staff are to check toilets, cupboards and play areas for stray children.
- Fire marshals to Check adult / disabled toilets and staff room.
- Fire Marshals are to call 999
- Fire marshals to take the signing in book at the main entrance if possible.
- Only a fire marshal will give the all clear to return indoors.
- The evacuation procedure is clearly displayed on all the main doors and fire points. Visitors are asked to co-operate when hearing the bell they should exit the building via the nearest fire safety door.
- All staff are to encourage children to remain calm while the registers are being taken. Staff are to comfort upset children and explain clearly what is happening.
- The centre will have a full fire drill quarterly.
- In the event of a false alarm, we still treat this as a real fire. Staff should await confirmation from a fire marshal to re-enter the building

Fire Prevention

- 1- No smoking and vaping is permitted on the premises.
- 2- Only permitted staff are allowed in the kitchen.
- 3- No pressurized canisters are allowed on the premises.
- 4- All hazardous liquids /detergents must be kept locked in a metal cupboard.
- 5- All heating implements should be kept clear and paper should not be stored in path of the heaters.
- 6- All electrical equipment must be unplugged and switched off every evening.
- 7- Tea/ coffee facilities must only remain in the staff room.

Date –August 2021

Signed Manager –

- Review- August 2022

Signed Director -