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## Fire and Emergency Evacuation



### Version control

Agreed at Meeting on	Attended by	Final Approval by	Date Approved	Next Review Date
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### Procedure

All members of staff, visitors or persons attending the Nursery must :

- On discovering a fire or dangerous hazard, raise the alarm. Sound the Fire Alarm or blow the emergency whistle to alert all staff, children and visitors.
- Immediately report any dangerous or potentially dangerous situation to the Manager.
- Follow the Fire and Emergency Evacuation Procedure to ensure the safe evacuation of the building immediately.
  - Use the nearest safe Fire exit for evacuation.
  - Fire Exits are clearly marked with a green Fire Exit sign.
  - Assemble at the Fire Assembly Point.
- The Fire Assembly Point for this setting is clearly marked and located at the **far corner of the rear garden**.
- Co-operate fully with any instructions and advice from the manager and/or professional external bodies.
- All adults are responsible for the safe evacuation of the children.
- Staff are directly responsible for the safe evacuation and supervision of the children in their Unit/Room.
- Unit Leaders (or in their absence the senior Nursery Nurse) are directly responsible for accounting for the children and adults including staff and visitors in their unit/room.
- At the start of the evacuation Unit Leaders (or in their absence the senior Nursery Nurse) will don the high visibility jacket and collect the room Attendance Register , Room document folder & Unit Medicine Fridge Box .
- Unit Leaders will lead all persons in the Unit safely and in an orderly manner to the Fire Assembly Point.
- The procedure will be followed in the same way for all children & adults including staff and visitors in the garden. In this instance the Unit Leader will ensure that the Attendance Register is with the Unit leader present in the garden. No person may re enter the building.
- The evacuation high visibility jacket and the Attendance Register are located in the designated labeled Document Folder container by the unit/room entrance.

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- The Manager (or in their absence the Deputy Manager) is directly responsible for safely evacuating, supervising and accounting for all children and adults including staff and visitors in the nursery.
- The Manager is the nursery main point of contact for the emergency or incident.
- At the start of the evacuation the Manager will don the high visibility jacket, collect the nursery mobile phone, Emergency Evacuation Pack, Medicine Cabinet contents and collect staff & visitor signing in and out registers.
- The Manager's evacuation high visibility jacket, nursery mobile phone, Emergency Evacuation Pack & Medicine Cabinet are located in the office.
- Immediately once at the Fire Assembly Point the Room Leaders will check the room Attendance register, the Manager will check the signing in and out registers. All children and adults must be accounted for.
- Any child or adult not accounted for must be reported immediately to the Manager.
- The Manager and Deputy (in her absence a senior member of staff) will act as Fire Wardens.
- On evacuating the building the Fire Wardens will perform a thorough sweep of the building, checking all areas including toilets, changing areas, sleep areas, play rooms, staff room. They will check all areas to ensure every person is evacuated.
- The Fire Wardens will collect any Document Folders & Fridge Medicine Boxes that remain in the Unit.
- On leaving each area they will shut windows and doors, including fire doors.
- Using the Nursery mobile phone the Manager will dial 999 and ask for the Fire Service, confirming the correct address.
- Unaccounted persons must be located as quickly as possible through Fire Warden checks of the building. Re-entry to the building is only permissible if safe to locate a person and, in particular, a child.
- Unaccounted persons must be notified to the Fire Emergency Service immediately.
- Follow the procedure for Emergency First Aid and First Aiders must organise the administration of First Aid if required.
- The Manager must contact and arrange an immediate call of an external body to deal with a dangerous situation i.e. gas company.
- The Manager must contact parents/carers for children to be collected if the evacuation of the building is prolonged and/or the children are in any danger either in or out of the building.
- The Manager must remain present and visible during the incident and will coordinate the return to the building once it is agreed with the Incident Manager from the Emergency Services that it is safe to do so.
- Do not enter the building until informed it is safe to do so by the Manager or Emergency Services if present.
- Fire Wardens may only tackle small fires using the appropriate fire appliances and where there is no risk to persons after a full & complete evacuation of the building.

### **Always:**

- Establish the facts regarding the situation.
- Act calmly and quietly to avoid alarming/scaring the children. Take care on the stairs, do not rush the children which may result in accidents and provide reassurance.
- Ensure the safety and monitor the well-being of all children in your care during the emergency.

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- Staff must be familiar with the location and use of all fire fighting equipment available.
- Fire Wardens must be trained in the use of fire fighting equipment.

### **Never:**

- Ignore any dangerous or potentially dangerous situations.
- Panic or act in an irresponsible way.
- Re-enter the building until authorized to do so.
- Leave a child unsupervised.