



Emergency Evacuation Procedure



In the event of discovering a fire, you should immediately raise the alarm located outside the office in reception. If the alarm is raised:

1. Room Leaders/Senior Nursery Officer are to guide children and staff quickly from the room straight to the nearest allocated fire exit.
2. Room Leaders/Senior Nursery Officer should take with them the daily register of children for their room. Do not collect any other items or possessions.
3. Assemble at the muster point located to the left of the car park. Muster point signage is visible.
4. Room Leaders/Senior Nursery Officer should check the daily register and perform a head count of all children and staff.
5. The Manager or Deputy Manager on duty should phone the emergency services immediately.
6. The Manager or Deputy Manager on duty should check toilets, kitchen and store areas and collect electronic device containing contact details for children and keys to outside gates.
7. All doors and windows should be closed on leaving the building.
8. Whilst in charge of children, no staff member should operate any firefighting equipment.
9. A trolley is located in reception lobby at the front of the setting containing essential items to use in case of an evacuation.
10. If it is not possible to re-enter the building, a manager will contact a representative of HE Services Ltd at the main reception to request shelter and a place of temporary safety for staff and children.

Regular practice evacuation drills will take place at the setting involving children and staff on differing days of the week and at different times of the day. Records of these drills will be kept in the Fire Safety folder by management and records will be made of how the evacuation went, any problems, time taken, who was present and exits used.

It is the responsibility of the managers to ensure that firefighting equipment is serviced and maintained annually in compliance with the Health & Safety Policy and Fire Risk Assessment for the setting.