

Mrs Bonds Village Nursery

Evacuation Procedures Policy

Statement of intent

The nursery will follow the procedures for evacuating the building in the event of the fire alarm being sounded, in a way that ensures that all children are safely lead away from the building and adults do not take any undue risks.

Aims

Our aims are:

- No child or adult will take unnecessary personal risks
- Staff fully understand the required procedures and understand their role
- Staff will follow day to day procedures to reduce the risk of fire
- We will follow the advice that the fire brigade give.

Methods

We have two named fire officers who are Clair Osborne and Judy Osborne. They are responsible for carrying out a checklist on every fire evacuation, that takes place to ensure every member of staff are following procedures correctly

- We will follow the advice of the fire brigade on any matters arising from their visit, including discussing with the hall committee on matters outside of our control
- We will have the fire procedure displayed on the wall, a grab bag on A hook on the main hall door which will contain a evacuation checklist, nursery floor plan, a list of emergency contact numbers for all children, Staff and our local school St Mary Cray, , Nursery address and phone number.
- We will have a fire drill 4 session each term (2x morning and 2x afternoon), and a record will be made.
- We will ensure all staff receive training on fire procedures.
- We will perform a formal risk management assessment at least once a year, and will monitor risks each day.
- We will keep registers of children, staff and visitors to the pre-school for each session.

If a fire occurs, a member of staff must sound the alarm or blow the whistle to alert everyone and gain their attention. The evacuation procedure to follow is:

- * Fire officers will grab the go bag, hanging on the back of the main hall door
- * A member of staff will telephone the fire brigade on 999 and give appropriate details as soon as it is safe for them to do so.
- * We will use the nearest available exit to vacate the building. The assembly point is at the rear of the gym.
- * The evacuation will start immediately and people should not collect bags and other personal possessions.
- * For safe evacuation, one member of staff will usher the children out, The staff member on nappies to check the rooms, cupboards toilets etc. to ensure the areas have been cleared.

* If it is safe to do so, the session leader (or deputy) will collect the file of emergency contacts, children's register and staff register and take them to the assembly point.

* All existing staff are responsible for helping usher the children out of the building in the quickest safest possible way, reassuring them in the process.

* At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people.

* Nobody will be permitted to return to the building until the all clear is given by the fire brigade.

* If needed St Mary Cray school hall may be used to house the children until it is safe to return or till parents collect their children.

* For fire drills, the above procedure will be followed except that the session supervisor will give the all clear.

This policy was reviewed by Mrs Bonds village nursery on 25.05.25