



Policy Document:

Emergency Evacuation Procedure.

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Policy statement

The safety of children and adults in the setting is paramount. The main priority is to prevent an emergency from occurring in the setting. In an emergency the priority is to get everyone out safely and call the emergency services.

Preparing children

All children attending the setting will regularly practice an evacuation of the premises as part of their learning and development. This is to ensure they feel confident and happy participating in the practice and should a real emergency occur such as fire, flood, gas leak, not be panicked by the situation.

In the nursery, health and safety procedures will be incorporated into play activities and stories read to ensure children gain an understanding of keeping themselves safe.

Prevention

The setting conducts regular risk assessments to ensure potential risks are identified and removed, e.g., this is a no smoking setting, matches and candles are kept out of reach, doorways are kept free from obstruction.

The setting has appropriate fire detection and control equipment in place. This equipment is checked and serviced regularly.

The named Fire Marshall is the session leader.

The emergency exits are clearly identified and located as follows:

- From office side of building through the FRONT OFFICE LOBBY ENTRANCE DOOR.
- From childcare rooms REAR EXIT DOORS INTO BACK PLAY AREA with exit from the premises to assembly point via GATE TO GLEBELANDS PRIMARY SCHOOL PLAYGROUND.

All magnetic locks attached to any exit door can be disabled by triggering a GREEN 'break glass' device situated close by the door or near a Fire Alarm 'break glass'.

Door and window keys are securely kept in the office. All emergency exit doors within the building open from the inside without keys.

The gas boiler, located in the boiler room accessibly via the rear play area, is serviced on an annual basis according to manufacturer's recommendations.

The emergency evacuation plans and procedures are displayed and practiced on a regular basis with the children and also when new children start at the setting. Emergency evacuation procedures are included in the induction of new staff and visitors. This will include evacuating the building at different times of the day to ensure most eventualities are practiced.

Procedure

When the fire alarm sounds, this procedure will apply:

- a. Staff and children will immediately stop whatever it is he or she is doing.

- b. Staff will issue clear instructions to the children as to what they should do.
- c. The staff will direct, and escort, children to the nearest safest exit
- d. The member of staff in charge will walk the children in an orderly and quiet manner to the designated assembly point.
- e. A staff member will take a register to ensure all children and staff have safely evacuated the building.
- f. At no time will any member of staff or any child re-enter the building until the 'All Clear' is given by a senior member of staff, or member of the emergency services.
- g. Once at the assembly point and all persons are accounted for, Glebelands School have offered assistance in providing safe accommodation if required.

If it is not a drill, then:

- After leaving the building the emergency services will be called from a mobile phone or neighbouring building (Glebelands School have offered their help in such a situation).
- All staff members and children will follow the guidance of the emergency services.
- Parents/carers will be contacted and informed of the current situation and requested to collect their children if required.

Recording

The setting will record all evacuations (including drills) of the premises. The fire drill record will record:

- The date and time of the evacuation procedure.
- The number of children and staff present (or register taken).
- The time when the register taken (to calculate the time taken to evacuate the building).
- The time when emergency services called (if applicable).
- Whether there were any problems that delayed the evacuation.
- Any further action to improve the procedure.
- Any other relevant information.

Copies of the following are attached to this policy:

- Fire Drill Record sheet.
- Emergency Escape Routes plan of the building.
- Fire Action notice.

ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted on:..... - 15 June 2015
Signed:..... SK & JRS

This policy was reviewed/amended in:..... - June 2016
Signed:..... SK

This policy was reviewed/amended in:..... - September 2017
Signed:.....JRS

This policy was reviewed/amended in:..... - October 2018
Signed:..... SK

This policy was reviewed/amended in:..... - September 2019
Signed:.....JRS

This policy was reviewed/amended in:..... - October 2020
Signed:..... SK

This policy was reviewed/amended in:..... - November 2021
Signed:..... SK

This policy was reviewed/amended in:..... - October 2022
Signed:.....JRS

This policy was reviewed/amended in:..... - August 2023
Signed:.....JRS

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....

This policy was reviewed/amended in:..... -
Signed:.....



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Staff confirmation sheet – Staff members need to sign once the policy has been read.

Date:	Print Name:	Signature: