

EMERGENCY EVACUATION & FIRE SAFETY POLICY

POLICY STATEMENT

Our aim is to ensure that the children and adults within the setting are kept safe and secure from harm in the event of an emergency, such as a fire. We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The Manager and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as a Fire Officer, or Fire Safety Consultant.

Aims

Our aim is to evacuate the Pre-school as quickly as possible in a safe and calm manner, and to ensure that all staff and adults within the setting are aware of the evacuation procedure.

Method

Regular fire drills will be held at least once every term to ensure staff and children are fully aware of the procedure should an emergency arise. The fire drills will be held on different days of the week and at different times during morning and afternoon sessions. A record of planned emergency evacuations and real evacuation details will be recorded in the Fire Evacuation logbook, which will include the following details:

- Date
- Time alarm sounded
- Approximate time taken for evacuation
- Numbers of children, staff and adults
- Evacuation route used
- Alarm raised by
- Location of fire
- Time safe to return to building
- Specific points requiring attention

The building will generally be evacuated via the fire exits in each classroom. However, fire drills must also include evacuation via the front door. Evacuations may be instigated by 'simulations', which could include a model fire (paper flames) being positioned in the room, a pretend flood in the kitchen or toilet area, or by the Manager triggering the fire alarm. The children will be made aware of the sound of the fire alarm when they are in a safe and secure environment, such as during circle-time, so that they are not unduly frightened.

In the event of a real fire, the Manager will telephone the fire brigade on 999 and give appropriate details. The nearest available exit will be used to meet at the designated assembly point. The evacuation will start immediately on the fire bell ringing. Bags and personal possessions should not be collected on route. The register will be called and checked at the assembly point to ensure there are no unaccounted children or adults. The fire brigade will be informed of any missing persons. Nobody will be permitted to return to the building until the 'all clear' has been given by the emergency services.

The designated assembly point is located on [the green to the North East of Pre-school](#). In the event that it would not be deemed safe to return to the building, or in the event the play park area is thought to be unsafe, or in the case of severe weather conditions, the children will be taken to [Trevisker Primary School](#). If we are unable to return to the Pre-school, parents will be contacted and asked to collect their children from Trevisker School. Headcounts of children and adults will be carried out periodically.

In the event of a false alarm, or if the emergency services deem it safe to return to the building, headcounts will be taken once inside the setting. The Chairperson will be kept informed of proceedings at all times.

Staff Responsibilities

The Manager, as person in charge of the setting, must direct other members of staff and supervise procedures. In the event of the absence of the Manager, the Deputy must assume the role of person in charge. The Manager and Deputy share responsibility for their individual classrooms. They will 'sweep' the classroom, the toilet area, the kitchen and the office, to ensure all persons have been safely evacuated, before leaving the building.

The Manager may delegate some of the tasks below, but must ensure the person to whom the task is delegated is fully aware of his/her responsibility and is confident enough to carry the task out. The member of staff to which the task(s) has been delegated must then inform the Manager when the task has been completed.

		Person who discovers fire	Manager	Deputy	All staff	Chairperson
1	Sound the alarm <ul style="list-style-type: none"> • Shout fire • Ring alarm bell 	√	√			
2	Collect <ul style="list-style-type: none"> • Register • Visitors book • Mobile phone • Emergency contacts list • Keys • Reflective jacket 		√ √ √ √ √ √	√ √		
3	Name the safe exit and direct all staff		√	√		
4	Headcount children and staff on exit		√	√		
5	Lead children outside in a calm and orderly manner				√	
6	Check for missing persons in <ul style="list-style-type: none"> • Toilets • Office • Kitchen 		√ √ √	√ √ √		
7	Children taken across grass directly North East of the Pre-school				√	
8	Ring emergency services once building is safely		√			



	evacuated					
9	Take registers and ensure all children and adults are accounted for		√	√		
10	Contact Chairperson and advise of situation		√			
11	If deemed appropriate, Chairperson to join assembly point and liaise with emergency services. Manager to liaise with emergency services if Chairperson is unavailable		√			√
12	Contact parents to collect children from assembly point if emergency services declare setting unsafe		√			√

Fire exits are clearly identifiable, and fire doors, which are easily opened from the inside, are kept free from obstructions. Smoke detectors, smoke alarms and firefighting appliances conform to standards, AND are fitted in appropriate high-risk areas of the building and are checked as specified by the manufacturer. Records are kept of the servicing of fire safety equipment.

Our emergency evacuation procedures are clearly displayed in the premises and are explained to new members of staff, volunteers and parents.

Any issues or concerns are recorded before being passed to the Manager to be addressed.