

# Fire, Emergency and Evacuation Policy



## **Fire Drill and Evacuation**

Fire drills are carried out every term to ensure the children and staff are familiar with the noise and procedure.

- Upon hearing the fire alarm, staff will calmly evacuate the children through the nearest rear fire exit to the designated meeting point.
- As the manager leaves the building, taking with her the register, first aid box and telephone, a sweep of the building is done to ensure no children have been missed on evacuation. The manager will call the full register at the meeting point to ensure all the staff and children are present.
- No one will be permitted to re-enter the building until it is deemed safe by the fire brigade.
- When the building is deemed safe the children and staff will be counted again as they re-enter the building and then normal activities will resume.
- The date and time will be logged within the register.

## **Raising the alarm**

In the unlikely event of discovering a fire or other emergency, the person making the discovery will raise the alarm via the brake glass and then follow the above procedure. The emergency services will be contacted.

In the event of the building not being safe to return to, each child's parent/carer will be contacted to collect their child.

If the parent/carer cannot be contacted the child will remain with the senior member of staff until usual pick up time. A password will be required if an adult, who is not known to the staff, will be collecting a child. The password will be agreed at the time of notification.

## **Emergency Evacuation**

In the event of an emergency evacuation:-

1. The person calling the register is in overall charge.
2. The person calling the register is to ensure nobody is left in the building and is responsible for taking a head count of the children.

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Areas to be checked are :-

Staff Area  
Main Play Area  
Toilets  
Entrance Lobby  
Outdoor Area

3. If safe to do so the nominated person can re-enter the building by nearest point to collect children's coats.
4. Person in charge to liaise with Fire Officer on arrival of Fire Brigade.
5. Person in charge to initiate action plan for emergency pick up of children by parents or nominated carer.

If the use of transport is required at time of the emergency, we will:

1. Inform parents about taking child off the premises for emergency treatment.
2. If using private transport in an emergency ensure insurance is valid.
3. Car must have a car seat or a booster seat.

## **Emergency Closure**

Should a situation arise the duty manager may decide to close the playgroup for the safety of the children and staff ie; service leak, structural stability due to weather.

Parent/carer(s) will be notified as soon as possible. A member of staff will remain onsite to inform any parent/carer(s) that were unable to be contacted. Parent/carer(s) will be notified when the playgroup will reopen.

## **Major Accident/incident**

In the event of a major accident/incident

1. Person calling the register is in overall charge and will arrange for the phone, register and first aid box to be collected and taken outside.
2. Follow procedure for emergency evacuation.
3. Person in charge to liaise with Head Teacher and Outside Agencies.
4. Person in charge to initiate action plan for emergency pick up of children by parents or nominated carer.