



# Emergency Evacuation & Fire Safety Policy

The Nursery Manager has overall responsibility for the fire drill and evacuation procedures and senior staff assist in the implementations of such procedures. These are carried out and recorded for each group of children every term or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

## Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

## No Smoking Policy

The nursery operates a strict no smoking policy, which acts as a preventative measure of the starting of a fire – please see this separate policy for details.

## Fire Drill Procedure on Discovering a Fire

- Raise the alarm by shouting “fire, fire” so that everyone is alerted immediately.
- Immediately evacuate the building under guidance from the person in charge.
- Using the nearest accessible exit, lead the children and visitors out and assemble at the car park area beyond the shop ‘Feathers’.
- Babies or children that are not able to walk unaided should be evacuated from the nearest fire exit to them, being lifted or using prams, which will be kept readily accessible for this purpose.
- Children or adults with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child (each child or adult with



mobility difficulties will have a Personalised Emergency Evacuation Procedure or PEEP, to be followed).

- Additional support may be required, such as walking aids or another member of staff, depending on the person's condition.
- Children with sensory or cognitive differences (such as autism, hearing loss, or learning difficulties) will be considered individually in fire evacuation planning, and additional support or adaptations will be provided where needed through their Personal Emergency Evacuation Plan (PEEP).

DO NOT stop to collect personal belongings on evacuating the building.

DO NOT attempt to go back in and fight the fire.

DO NOT attempt to go back in if any children or adults are not accounted for.

### **If You Are Unable to Evacuate Safely**

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

### **The Person in Charge is to:**

- Pick up the children's register, staff register, phone, visitor book and fire bag (containing emergency contacts list, nappies, wipes and blankets).
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area – (in the car park area beyond the shop 'Feathers') - check the children against the register.
- Account for all adults - staff and visitors.
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

**In the event of fire, our first priority is to evacuate all children, parents and visitors out of the building as quickly as possible.**



## Fire Risk Assessment

- The Fire Precautions (Workplace) Regulations 1999 calls for all premises to carry out formal Risk Assessments with regard to fire safety in the workplace.
- A fire safety risk assessment (which is included in the overall daily risk assessment) will be carried out every morning before the nursery opens by a senior member of staff.

## Means of Escape

- The main exit routes are shown on a map which is located on the wall in the kitchen area and to the right of the front door.
- All adults and children should leave the building using the nearest exit to them in the event of a fire. There are 2 fire exits:

Fire Exit A: The door at the front of the building

Fire Exit B: The door at the rear of the building

Assembly Point – Children, staff and visitors should leave the building through the fire exit doors, walk to their left side and stand at the end of the car park.

If an evacuation takes place during outdoor play, the manager (or next in charge) will contact the members of staff who are supervising outdoor play and ask them to use the outdoor play route:

Exiting out of the garden area gate and going to the fire assembly point (beyond the shop 'Feathers').

## PROLONGED EVACUATION / RELOCATION

- If it is determined that the nursery building will be inaccessible for a prolonged period, or if the primary assembly point becomes unsafe, the nursery manager will make the decision to relocate.
- Our designated long-term shelter is St Mary's church located next to the nursery building.
- Staff will safely escort all children in a calm and orderly manner to the church. A full headcount will be conducted again upon arrival at the new location.
- Once all children and staff are safely inside the church, parents/carers will be contacted via the nursery mobile phone and informed of the situation and the collection point.



## **Fire Warning System**

As soon as anyone discovers a fire, they should shout “fire fire”. The fire evacuation procedure must be acted upon immediately by all staff.

Fire drills will be carried out every term. The Health & Safety Designated Officer, who is responsible for overall fire safety, will formally record the results of fire drills. In his / her absence the next person in charge will do this.

All fire drills will be recorded, and any issues identified during the drill will be reviewed by the Nursery Manager and Health & Safety Designated Officer to inform improvements to future practice.

Smoke alarms are fitted throughout the premises and the Health & Safety Designated Officer will test the smoke alarms monthly, recording the results.

## **Fire Fighting Equipment**

Fire extinguishers are installed at key locations around the building and are maintained in efficient operating condition. An attempt should only be made to tackle a fire after the building has been evacuated and only if it is safe to do so. No member of staff should place himself or herself in any danger. Operating instructions are printed on each extinguisher and should be read carefully before use.

## **Responsibilities**

Each room supervisor will have a primary responsibility for ensuring that all children, from within the room they are working at the time, are evacuated at the time the alarm is raised.

A “999” call will be made by the manager, or in his/her absence the next person in charge. S/he will also be responsible for checking both the children’s and adults’ toilets to ensure that no-one is left behind.

The Nursery Manager or next person in charge will be responsible for picking up the visitors book, tablet (containing our register), phone, and will assist in evacuating the babies if possible. They will also check the children and adults toilet.

Room Supervisors will take a headcount once all the children from their rooms reach the assembly point and check that their register accounts for all the children, when the manager



calls them out from the main register. The manager will be responsible for ensuring that all staff and visitors are accounted for. Any missing persons must be reported immediately to the manager.

Everyone must ensure that their workplace is maintained in a clean and tidy condition, free of combustible waste materials. All waste bins are to be emptied at the end of each working day. All fire exits and escape routes will be checked daily to ensure they remain clear and unobstructed. Fire doors must never be wedged or propped open.

### **Personal Emergency Evacuation Plans (PEEPs)**

All Personal Emergency Evacuation Plans (PEEPs) will be reviewed termly, or sooner if the child's or adult's needs change.

### **Evacuation in Non-Fire Emergencies**

In the event of a non-fire emergency (such as a bomb threat, terrorist incident, or suspicious package), the nursery will follow a suitable evacuation or lockdown procedure based on advice from the relevant emergency services and following our lockdown procedure.

### **Communication with Parents After Evacuation**

Parents and carers will be contacted as soon as it is safe to do so in the event of an emergency evacuation.

### **Re-entry Procedure**

No child, staff member, or visitor will re-enter the nursery building following an evacuation until it has been confirmed as safe to do so by the attending Fire Service or the Nursery Manager.

### **Fire Safety Training**

All personnel will receive relevant fire safety instructions during the induction period, including:

- Fire risk areas
- Fire avoidance measures
- Fire detection, alarm & evacuation drills
- Operating fire fighting equipment



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## **Staff and Volunteer Awareness**

All temporary staff, agency staff, students, and volunteers will be given a fire safety briefing before starting work in the nursery to ensure they are familiar with the emergency evacuation procedures.

## **Review of Policy**

This policy will be reviewed annually, or sooner if required due to changes in legislation, guidance, or nursery practice.