



## **Emergency Evacuation and Fire Safety Policy**

Date: 18/04/2021

Review Date: 18/04/2022 (or when required)

### **Statement**

The safety of our children, staff and families is our number one priority. All staff are aware of this policy and its procedure and will take part in regular fire drills. All volunteers, temporary staff and students are made aware of this policy and asked to sign a form to state they have received and understood the information and their duties before they can begin working with us.

### **Aim:**

- To ensure all staff have sound knowledge and understanding of this policy and that children have some basic understanding of why we have these drills and are exposed to regular evacuation drills. To ensure the safety of all staff, children, parents and visitors to the setting.

### **Procedure:**

Should there be an emergency situation such as a fire alert (or a fire drill), this procedure will be followed:

- On hearing the alarm all children and adults should make their way in an orderly fashion to the front door or the gate if outside;
- A member of staff (the first in charge) will line the children at the door and take the register, phone medication and health care plans which are all kept by the front door;
- A member of staff (the second senior member of staff) will do a sweeping check of all rooms where it is safe to do so;
- All children and adults should leave the building or garden quickly and assemble outside of the front gate;
- The person in charge will do a head count to ensure that all children and adults are present and call out the register. We encourage children to shout yes when they hear their name;
- All children and adults should then make their way to the Assembly Point which is the playground;
- The person in charge will call the register again;
- A staff member (second in charge) will call the Emergency Services;

- At no point should any member of staff, parent or child go back into the preschool until it is safe to do so;
- If it is not possible to return to the preschool, all parents should be contacted and children collected;
- If parents or emergency contacts cannot be contacted, the staff will remain with the children in a safe place until the parents arrive for collection. (The safe place is the main community centre situated on Hawley Drive);
- A minimum of 2 members of staff will remain until ALL children have been collected;
- Evacuation instructions can be found on the notice board in the hall;
- Regular evacuation practices take place, these drills are recorded. These records can be found in the Health and Safety Folder in the kitchen;
- **Nicola Setford** is responsible for carrying out these drills and recording them and keeping policies and procedures up to date;
- If a child has additional needs and requires a one to one staff member then that person will be responsible for the evacuation of that child.

### **Fire Safety/Prevention**

- We regularly carry out Risk Assessments, these can be found in the Health and Safety Folder;
- The kitchen door is a fire door;
- Firefighting equipment, smoke alarms and emergency evacuation lighting are checked regularly to ensure they are in good working order;
- All individual items will be marked and in addition all information will be pinned to the notice board in the hall. Evidence of these checks can be found in the Health and Safety Folder in the kitchen;
- Firefighting equipment is replaced when it has expired;
- All electrical equipment is PAC tested. All individual items will be marked and all information will be found in the Health and Safety Folder located in the kitchen;