



Emergency Evacuation & Fire Safety Policy

The Owner/Manager has overall responsibility for the fire drill and evacuation procedures and Deputy staff assist in the implementations of such procedures. These are carried out and recorded for each group of children every month or as and when a large change occurs, e.g., a large intake of children or a new member of staff joins the setting. 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.

Testing of the fire alarm

A fire alarm test is carried out at the beginning of each week by the owner/manager before the setting opens to parents and children.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be signed 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

Beckside Preschool & 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.

In the event of fire, our first priority is to call the fire services and evacuate all children and visitors out of the building as quickly as possible. Below are the procedures we will calmly adopt should the need arise.

In the event of the fire alarm sounding

- A full evacuation to be carried out immediately under guidance from the person in charge
- Owner/Manager or in their absence, the next person in charge to check fire alarm unit to discover which zone the fire is detected
- Caution must be exercised when escorting the children down the stairs. The Lift will **NOT** be used. The alarm will automatically prevent the lift from operating
- Babies and children on the first floor of the building should be evacuated using the **main fire** escape located on the **ground floor** unless it is necessary to use the **First-Floor** fire exit

(Route 3) If any practitioners are on their lunch break during a fire drill the staff are to go immediately to the baby room to help with the children

- The cook is to help staff escort children in the baby room
- Children and/or adults with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child. Additional support may be required, such as walking aids or another member of staff, depending on the person's condition
- **DO NOT** stop to collect personal belongings on evacuating the building
- **DO NOT** attempt to go back in and fight the fire
- **Close all doors behind you wherever possible**

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 identify the children and other adults with you.
- Wait for the fire service to arrive

The person in charge is to:

- Telephone emergency services: dial 999 and ask for the fire service. Provide the building address and postcode
- Advise the fire services of anyone missing/injured and possible locations and respond to any other questions they may have.
- To sweep the building to ensure all areas are clear if safe to do so and ensure all doors are closed on the way out
- At the fire assembly point area — check the children against the register
- Account for all adults - staff and visitors

Room leaders within each room must take with them before evacuating:

- Attendance register
- Any medication if appropriate

Fire exits and assembly points

Route 1: Exit point- Ground Floor

Fire exit located in the hallway leading to the outside area

Route 1: Assembly point- Ground Floor

Lower garden area next to the swings and enclosed fencing

Route 2: Exit point- Ground Floor

Toddler Room – two separate fire doors at the front of the building leading onto the path

Route 2: Assembly Point- Ground Floor

Staff car park located to the rear of the building

Route 3: Exit point- First Floor

First floor landing next to the disabled toilet and between the baby and preschool rooms.

Route 3: Assembly point- First Floor

Staff car park located to the rear of the building

Fire Warning System

As soon as anyone discovers a fire, or is aware of any threat, e.g., suspicious package, terrorist attack warning etc., the fire alarm should be activated. The audible alarm must be acted upon immediately by all staff.

The premises is fitted with a fire alarm system which will activate in all rooms if set off. The Owner/Manager or in their absence, the next person in charge will formally record the results of fire drills.

Fire Fighting Equipment Fire extinguishers are installed at key locations around the building and are maintained in efficient operating condition. Operating instructions are printed on each extinguisher and should be read carefully before use.

Responsibilities

Room Leaders: will have primary responsibility for ensuring that all children, from within the room they are working in at the time, are evacuated on hearing the alarm. They will also be responsible for their room's register in addition to collecting any necessary medication.

Room Leaders: will take a "head count" once all the children from their rooms reach the assembly point and check that their register accounts for all the children.

The Owner/Manager (or in their absence- the next person in charge): will call "999". They will also be responsible for checking the staff area and toilets to ensure that no-one is left behind in addition to:

- Collecting the phone, visitors book and fire bag (in the office)
- Being responsible for ensuring that all staff and visitors are accounted for. Any missing persons must be reported immediately to the manager.

All staff have a responsibility to ensure that:

- Fire escapes are kept clear at all times.
- The workplace is maintained in a clean and tidy condition.

Fire Safety Training

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

- Fire evacuation drills

This policy has been adopted by Becksid Pre-School & Nursery

Date: December 2021

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