



Emergency Evacuation & Fire Safety Policy

Updated January 2024

The Nursery Manager has overall responsibility for the fire drill and evacuation procedures and senior staff assists 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 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:

- Calmly raise the alarm
- 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 Ship Street.
- Close all doors behind you wherever possible
- Adults and babies present in the baby room should evacuate the building via the baby garden.
- Fire exit – caution must be exercised when escorting the children out of the building. • Babies or children that are not able to walk unaided should be evacuated from the

building through the fire exit located in the Baby Room. If any practitioners are on lunch break during a fire drill the staff are to go immediately to the baby room to help with the children that are sleeping.

- Children 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
- 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, keys, 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 – (Ship Street) - 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.

All practitioners within the room must take with them

- Base room registers
- First Aid Box
- Any medication if needed
- Telephone

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

- Emergency Evacuation & Fire safety Procedures
- 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 notice board just inside the front door.

Generally, they are via the fire exits located on either side of the building.

Baby Room:

- The Babies will use the fire exit door located towards the garden area, All areas outside the Baby
- Room should exit via the main entrance.
- The Toddlers will use the fire exit located towards the garden area if they are near, • All areas outside the Toddler area should exit via the main entrance.

Main Room

Children and adults situated in the main nursery room, and the children's toilets should be evacuated using the nearest fire exit door.

If the fire exit is unclear and not accessible, then all adults and children to stand by the window and await fire rescue service.

Assembly Point

Route A – 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 on Ship Street.

If an evacuation takes place during outdoors 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

Route B – to the assembly point. This route consists of:

On exiting the outdoor play area to Albyn Road and walk round to Ship Street.

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 by breaking the glass on one of the fire alarm points which are located adjacent to the main points of exit. The audible alarm must be acted upon immediately by all staff.

The premises are fitted with a fire alarm system which will activate in all rooms if set off. Fire drills will be carried out every month. 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.

Smoke alarms are fitted throughout the premises and the Health & Safety Designated Officer will test the smoke alarms weekly, 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 HSDO, or in her absence the next officer 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 signing in books and register from reception and will assist in evacuating the babies from the ground floor if possible. On their way from the office they will check the staff room and toilets.

Room Supervisors 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, 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.

All personnel 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.

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

This policy was adopted on Signed on behalf of the nursery Date for review

- January 2023 – January 2034