


Central Community Nursery School



Emergency Evacuation Procedure

Signed by:			
	Head teacher	Date	19 Sept 24
N/A	Chair of governors	Date:	N/A

Date of Procedure: Sep 2024

Date of next review: Sep 2025



Emergency Evacuation Procedure

1.0. On discovering a fire

Sound the alarm by pushing cover of nearest red 'call' box

- 1.1. In the event of confirmed fire, calls should be made to 999
- 1.2. If possible, tackle the fire using the appropriate appliances provided, if trained and confident in the use of.

BUT Do not endanger yourself or others in doing so.

2.0. On hearing the alarm or being alerted to emergency

- 2.1. Evacuate the building - see responsibilities below.
- 2.2. Report to assembly point. Follow evacuation signs to nearest exit.
 - 2.2.1. Meadow – Bridge Street Gate. Key to this gate is kept in the grab bag by the fire exit
 - 2.2.2. All other areas/rooms - Main driveway, top gate via double doors by secure store or double doors by kitchen/dining room.
- 2.3. DO NOT stop to take personal items.
- 2.4. DO NOT re-enter building, unless authorised to do so.

3.0. Responsibilities

- 3.1. All staff are responsible for getting the children in their care out of the building.
- 3.2. All other visitors and adults should be aware of the procedure and are responsible for their own safety, and that of their children.
- 3.3. All staff are responsible for closing doors following a sweep of the room and on leaving the building.
- 3.4. If necessary children can be carried to safety
- 3.5. Caretaker and office staff are responsible for ensuring regular charging of walkie-talkies and school mobile phone

4.0. Fire Wardens

Each classroom has trained fire wardens

4.1. Meadow

- Fire warden to collect grab bag and register
- Sweep toilets and cloakroom
- Sweep room
- Support children to leave the room/garden. Many children have a PEP and will require transporting in a buggy
- Exit through the fire exit next to the kitchen/dining room
- Key to gate located in key safe next to side gate. Staff to be given combination at annual training
- Assemble at the top of the main driveway

- Support visitors where necessary

4.2. Den (Two year olds)

- Fire warden to collect register
- Fire Warden to collect “Emergency information & critical incident plan” folder (contacts contact details)
- Sweep toilets and cloakroom
- Sweep garden and room
- Follow children out into the main playground
- Exit through the Bridge Street gate and assemble in Kingsmead School car park.
- Make contact with office staff using walkie talkie from grab bag
- Support visitors where necessary

4.3. Nest

- Fire warden to collect register
- Fire Warden to collect “Emergency information & critical incident plan” folder (contacts contact details)
- Sweep toilet area
- Sweep garden and room
- Use pushchair and evacuation cot to get all children out of the building
- Exit through the fire door onto Woodland playground then through the small garden into the Den garden
- Exit through the Bridge Street gate and assemble in Kingsmead School car park.
- Make contact with office staff using walkie talkie from grab bag
- Support visitors where necessary

4.4. Woodland – Inside

- Sweep toilets and back of nursery
- Sweep Green room
- Sweep Blue room
- Sweep cloakroom
- Follow children out of fire exit next to Secure Store
- Assemble at the top of the main driveway
- Support visitors where necessary

4.5. Woodland – Outside, The Hive, The Warren and the Meeting Room

- Sweep playground
- Pay particular attention to bushes, play equipment and other places where children might hide
- Exit through the fire exit next to the kitchen/dining room
- Key to gate located in key safe next to side gate. Staff to be given combination at annual training
- Assemble at the top of the main driveway
- Support visitors where necessary

4.6. Garden Room

- Fire warden to collect register
- Sweep garden room

- Sweep toilet area and storage area
- Follow children out of fire door onto driveway
- Assemble at the top of the main driveway
- Support visitors/parents where necessary

4.7. Office

- Collect ('Fire Evacuation Box' box under the desk)
 - Staff signing in sheet
 - Visitor's signing in book
 - "Emergency information & critical incident plan" folder (contacts contact details)
 - Registers
 - Walkie Talkie
 - School mobile phone
- Check secure store
- Exit through the main entrance
- Assemble at the top of the main driveway
- Make contact with Den and Nest
- Check everyone is present

4.8. Personal Evacuation Plans (PEEP)

- All staff to be aware of who has a PEEP (staff and children)
- Staff to support those with a PEEP to safely leave the building
- If needed, call for another member of staff to support

At all times staff should try to keep calm and talk to the children in a quiet, reassuring way.