

# Fire/Emergency Evacuation Policy



Shining Stars Nursery Policy

VERSION CONTROL SHEET

**POLICY NAME: Fire/Emergency Evacuation Policy**

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Document date	Filename	Mtg submitted	Summary of changes required
01-09-12			New policy

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**Over 2 area.**

On hearing the fire / evacuation alarm the Nursery Manager or Lead Practitioner collects the 'contact details' box, radio and register.

Each member of staff is responsible for checking a designated area of the premises.

The staff help the children to line up in pairs.

The Manager / Lead Practitioners conduct a headcount as the children are lead out.

The staff and nursery children assemble in the designated area.

Once outside, the Manager / Lead Practitioner call's the names of the children and staff present and ticks the names in the register.

When it is safe to re-enter the building the children are led back into the nursery and are counted again on entry

If there should be a fire / incident which means the children cannot return to the nursery, parents will be informed. Children will only be released to a parent/guardian or person listed on the child's registration form.

The fire officer visits annually and we are obliged to carry out any recommendations made by him.

A Fire / evacuation practice drill will be carried out regularly.

**Under 2 Area.**

In the event of a fire the lead practitioner will organise the other practitioners to ensure all of the children are safely evacuated out of the building.

- 1) The two evacuation cots in the sleep area will be used in order to transport the children safely out of the building; these two cots are clearly marked and no more than three children should be transported in one cot at any time unless deemed necessary.
  
- 2) The lead practitioner will be responsible for taking the register and ensuring all of the children are accounted for. Additionally, the lead practitioner needs to ensure the evacuation bag is collected from the exit, which contains medical equipment. In the absence of the lead practitioner, the acting lead practitioner will be responsible for these tasks.
  
- 3) The children will be transported into the 0-2 outdoor area, through the gate and into the fire evacuation point, whereby children and practitioners will stay until further notice.

When it is safe to re-enter the building the children are led back into the nursery and are counted again on entry

If there should be a fire / incident which means the children cannot return to the nursery, parents will be informed. Children will only be released to a parent/guardian or person listed on the child's registration form.

Evacuation cots one and two have evacuation boxes attached underneath the cot which contains various items such as; blankets, first aid box, toys etc, these items may need to be used when the building is out of access and will therefore be replenished accordingly.