



**Maidenbower  
Pre-School  
Playgroup**

## **Emergency Evacuation Policy**

**Lead Person Responsible: Janet Noad**

**Secondary Lead Person: Cheryl Gouldstone**

### **Fire Evacuation Procedures**

As part of ensuring that all adults and children know what to do in the case of an emergency evacuation from the premises, a fire drill practice will take place at least once a term. On discovery of a fire:-

- Sound the alarm located by the door leading out to the outside play area
- Children to move towards the door and line up
- Personal belongings **will not** be collected
- All windows and doors to be closed , if possible (do not put yourself in danger)
- Ensure main door is unlocked (do not put yourself in danger)
- The supervisor will be the last person to leave the playgroup checking the playgroup area and will collect the register, first aid kit, life saving medications, mobile phone and contact forms by hatch in kitchen
- A staff member will lead the children outside and group together in the **designated assembly point by the recycling bins** keeping the children calm
- Call 999 for the emergency services to attend
- A register is carried out to identify all children, staff and visitors have been safely evacuated
- If we are unable to return to the premises, the playgroup staff will walk the children to Maidenbower Infant School Nursery where we will contact parents/carers or emergency contact numbers to collect the children
- Staff will stay with the children until all the children in their care have been collected

This is an appropriate time to talk about what the next stage will be if there really was a fire. After a few minutes everyone will return to the

building. It is important that staff take time to answer children's questions and to reassure those who may be distressed by the procedure. The children will be led back into the hall where the register will be taken once again.

A record will be kept recording:-

- The date and time of the drill/incident
- How long it took
- How many staff and children and visitors present
- Whether there were any problems which delayed the evacuation
- Any further actions needed to improve procedures
- Signed by the staff member carrying out the procedure.

### **Emergency Incident**

In the case of an incident requiring the evacuation of the building, the following must be observed:

- The children will be led immediately via the nearest safe exit.
- They will be assembled in the initial designated assembly point.
- **The initial designated assembly point is by the recycling bins.**
- A roll call will be taken.

If necessary, then the **Nursery of Maidenbower Infants School** will be a **secondary assembly point**. Once here a roll call will be taken and parents/carers will be contacted to collect their children. The children will play until their parent/carer collect them. All Maidenbower Pre-school Playgroup staff will stay at the nursery until the last child has been collected.

In the case of an accident within the setting the following emergency procedure will take place:-

### **EMERGENCY PROCEDURE**

- Two staff members to stay with child
- One staff member to phone emergency services and then parents/carers on mobile. Inform staff this has been done
- Remaining staff members to take children outside if weather is nice or to the foyer
- One staff member to wait outside to direct the emergency services
- Senior staff member to take photos if necessary and arrange post-accident/incident report. Make area safe before the children return. Inform relevant authorities.