



## Evacuation policy and procedure

### **Statement of intent**

Regular fire drill practices are carried out by the manager, the findings are recorded so that we can evaluate and amend our practice if necessary. These are carried out routinely so that the children are not unduly alarmed and that they are confident in the procedure for evacuating the building.

We carry out the fire drill each half term and on different times and days of the week so that new children become aware of the procedures and all children are included in the practice drill.

### **Action on discovering a fire or suspicious package**

- Sound the fire alarm this will automatically ring the fire brigade.
- Evacuate the building, closing all doors behind you. Do not stop to collect personal clothing or equipment
- Ensure fire brigade has been called
- Fight the fire with equipment provided ONLY if it is safe to do so, keeping yourself between the fire and means of escape.

### **Action on hearing the fire alarm**

- Reassure the children and keep them calm
- Evacuate the building quickly and quietly by the nearest exit. Do not collect clothing, bags or personal belongings.
- Proceed to the nearest assembly point
- The nominated fire warden for each room will check the toilets and other small rooms then bring the register, signing in sheets and visitors' book. The fire warden will close all doors behind them when leaving the building.
- Check all children are present, check all staff, volunteers and students are present, and check all visitors are present.
- Await a roll call
- Do not enter the building until being told it is safe to do so by the manager in charge.

In the event of a real fire the children will be moved to a dry safe by location near by the setting where the children can be safe and warm until parents can be contacted.

The staff will then contact you to come and pick up your children. An emergency mobile phone and contact details for all the children is kept in the baby room emergency bag which is taken out on all evacuations. The phone is kept in charge and credit and checked regularly.

### Lock down

- In the event of armed intruder into the setting, the alarm will be raised, and the staff will ensure the children are kept as safe as physically possible.
- Our Grange, Longhill and Stalybridge settings have Panic alarm which are directly linked to the alarm company these will be raised if it is safe to do so.
- Our Marfleet, Longhill and Acorns settings are based with hull city council buildings so have procedures to follow.
- Parents will be notified as soon as it is safe to do so.

### History log

Rev.no.	Date	Description of revised issues
1	30/11/2016	Initial Revision
2	01/11/2017	No changes to content.
3	01/11/2018	No changes to content.
4	01/11/2019	No changes to content.
5	01/11/2020	No changes to content.
6	01/08/2021	No changes to content.

This policy has been approved and authorised by:

Author	Approved By	Authorised By	Revision No.	Valid From
Vicky Gray	Vicky Gray	Sarah Russell	6	01/08/2021

This document has been electronically approved; hence it contains no signature(s).