



# EMERGENCY EVACUATION PROCEDURE

## **STATEMENT OF INTENT**

The pre-school will follow the procedures for evacuating the building in the event of the fire alarm being sounded, in a way that ensures that all children are safely led away from the building and adults do not take any undue risks.

## **AIMS**

- Our aims for safe evacuation are;
- No child or adult will take unnecessary personal risks
- Staff fully understand the required procedures and understand their role
- Staff will follow day to day procedures to reduce the risk of fire

## **METHODS**

- We will have a fire procedure on the wall
- We will have a fire drill one morning session and one afternoon session each half term, and a record will be made
- We will perform a formal risk assessment at least once a year and will monitor risks each day
- We will keep registers of children, staff and visitors to the pre-school for each session.

In the event of a fire occurring, the fire alarm will sound. The evacuation procedure to follow is;

- A member of staff will phone the fire brigade on 999 and give appropriate details
- We will use the nearest available exit. The assembly point is the far side of the car park on the grassed area.
- The evacuation will start immediately and people should not try to collect bags and other personal possessions.
- For safe evacuation one member of staff on inner door counting heads, at least 2 members of staff escorting children from building to car park, Pre-school Manager & one Deputy to check the side room, main room, toilets to ensure the area has been cleared.
- If it is safe to do so, the Pre-school Manager or Deputy, will collect the register and the preschool mobile phone and take them to the assembly point.
- At the assembly point, the registers will be called and checked for any unaccounted adults or children and fire brigade will be told of any missing people. Nobody will be permitted to return to the building until the all clear is given by the fire brigade.

Consider;

- Children with disabilities will be escorted.
- The Pre-school Manager and Deputy will take the medicine box with inhalers belonging to the children
- If it is not possible to return to the building within 15-20 mins then all staff and children will evacuate to Broughton Junior School. If that environment is not safe, then all the children will walk to Oakfield Surgery/Scout Hut
- Once the evacuation is completed, ensure that all children are accounted for.
- One Deputy will await the arrival of the emergency services
- Children should be reassured and kept under supervision
- No one should re-enter the building unless the emergency services have given the all clear
- The elected Deputy should be responsible for receiving and relaying this authorisation to staff

If cleared for re-entry

- Account for all pupils once inside the building again
- Check that no unauthorised persons gain entry
- Rooms should be rechecked to make sure there is nothing amiss
- Debrief and reassure pupils

If re-entry is not authorised

- Alert the County Council
- If parents are collecting children from the Junior School, clear location details should be given to parents and the County Council (contact numbers will be in the register and the preschool mobile phone)
- Alternatively, if parents can still collect children from the school site, consider whether there are any restrictions in access to the premises or parking facilities that need to be communicated to them.

## **Buddy Schools**

Arrangements have been made with Broughton Junior School to take staff and pupils there during an evacuation or if the school needs to be closed. Parents may be advised of this location in advance.

*For fire drills, the above procedure will be followed except that the Pre-school Manager will give the all clear and the assembly point will be the playground area.*