

Emergency Evacuation Procedure

This procedure details information needed for the safe and timely building evacuation of children and adults.

Key staff and responsibilities

The nursery senior team are fully trained Fire Marshalls and in the event of an emergency can be visually identified by wearing a yellow high visibility waistcoat:

- Manager- Chris Comper
- Deputy Manager – Lisa Crow/Heidi Firth
- Room Supervisors- Kate Harding, Cathy Shaw

Location of equipment

Fire extinguishers are located in;

- Main reception entrance area
- Both ends of the main corridor

Fire blankets are located in:

- Main kitchen
- Squirrels kitchen
- Caterpillars kitchen
- Staff room

How to raise an alarm

If you have a serious concern that may result in the evacuation of the building notify a senior member of staff in the first instance who will investigate and initiate the evacuation procedure if necessary.

If smoke, fire or fumes are detected activate the nearest fire alarm. Every external exit has an alarm pad.

Phone Campus Watch x3333, stating the purpose of the call. They will alert the fire service and send out immediate assistance.

Evacuation of the building

Primary plan

- When the alarm sounds follow the exit to main corridor and leave building via main reception. Turn right along the footpath to the far edge of the car park. Cross the car park and congregate in the right hand corner away from moving traffic.
- Supervisors and Fire Marshalls to wear hi- visibility jackets located in each room and reception.
- Quickly close windows and doors in your area if it is safe to do so.
- Office based staff to help evacuate Caterpillars & Butterflies rooms with the evacuation trolleys.
- Room staff take registers, medication and blanket bag.
- Office staff take signing in sheets and emergency evacuation pack (located in reception)
- Do not stop to retrieve any personal items from lockers or cupboards.
- Do not return to the building until instructed to do so by the Evacuation Marshall.

Secondary plan

- If primary exit is blocked or unsafe exit via external garden doors assembling by the gate at the rear of the Butterflies garden.
- To open coded padlock set to 7676 and push base upwards, remove the padlock
- Turn right onto the Crab & Winkle way, turn right onto nursery footpath to the muster point.

Evacuation Drills

Fire alarm system is tested every tested every Monday morning.

Campus watch will initiate a fire drill once per term in conjunction with the Nursery Manager.

The Fire Marshall will complete fire log book on the day of drill and file in the office, with 1 copy displayed in the staff room. The information log should contain;

- Name of the Fire Marshall
- Date and time of evacuation
- Length of time taken to fully evacuate the building
- Any actions, incidents or remedial information
- Copies of room registers
- Copy of staff signing in sheet

The fire log books are located in the nursery office, grey tambour cabinet.

