

Emergency Evacuation

- Family Centre

The Responsible Person at Grass Roots is Matthew Pottinger. He is responsible for all aspects of compliance with Health and Safety, and Fire Safety legislation.

In the event of fire, our first priority is to get all children, parent/carer(s) and visitors out of the building as quickly as possible.

Below are the procedures we will calmly adopt should the need arise. These are practised once every 4 months, documented, and evaluated to identify any areas in need of improvement.

Fire Warning System

As soon as anyone discovers a fire, or is aware of any threat, e.g. suspicious package, terrorist attack warning etc., they should immediately make their way to the nearest fire exit and activate the alarm via the call-point located there.

Non-members of staff should then make a decision on whether they feel confident to use the fire extinguisher to fight the fire, always maintaining an escape route behind them. Alternatively they should leave the building and make their way to the Assembly Point.

Members of staff should, if safe to do so, assist in the evacuation of the children and visitors..

Means of Escape

On hearing the fire alarm, all staff and nursery children are to leave the premises via their nearest exit:

- The main entrance located by the office.
- The door at the end of the toilet corridor.

Everyone must then make their way to the Assembly Point. The staff member who is leading the session must ensure that the list of people present is taken out with them.

Assembly Point

Children, staff and visitors should assemble at the top of the back car park.

Fire Fighting Equipment

Fire fighting extinguishers are installed at all fire exits and maintained in efficient operating condition. An attempt should only be made to tackle a fire after the building has been evacuated and only if it is safe to do so. No member of staff should place themselves in any danger. Operating instructions are printed on each extinguisher and should be read carefully before use.

Responsibilities and Evacuation Procedure

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by informing management and activating the smoke alarms



- Immediately evacuate the building under guidance from the Room Leader. Using the nearest accessible exit, lead the children out, assemble at the assembly point in the back car park away from the building.
- Close all doors behind you wherever possible
- Children and adults with a disability must be supported according to their need and this will be assessed individually during recruitment and registration procedures
- Do not stop to collect personal belongings on evacuating the building
- Do not attempt to go back in and fight the fire
- Do not attempt to go back in if any children or adults are not accounted for
- Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

- Stay where you are safe and keep the children calm and together
- Wherever possible alert the manager of your location and the identity of the children and other adults with you.

The Senior Management Team will have a first responsibility for ensuring that all children, from within the building are evacuated at the time the alarm is raised.

A "999" call will be made by a member of the Nursery Management Team. The Manager and/or the Responsible Person will be responsible for checking the rooms, ramp, kitchen and toilets to ensure no-one is left behind.

All members of the Management Team will also be responsible for picking up the telephone, visitor book, staff lists and parent contact details.

Room leaders will be responsible for taking any medication (if serious) and emergency evacuation bags (including - foil blankets, nappies, wipes) and once outside a head count will be completed by a member of the management team.

The Manager and/or the Responsible Person will be responsible for ensuring that all staff and visitors are accounted for.

Following occurrences of a real emergency evacuation, management MUST:

Document in detail the emergency evacuation situation and report to Ofsted;

Review and evaluate the measures taken;

Manage any identified hazards or risks in order to prevent the emergency occurring again.

Following an emergency evacuation practice/fire drill, management MUST document the following:

The date and time of the emergency evacuation/fire drill practice

Raise any concerns, or identified hazards and risks in order to eliminate or minimise those risks in a real emergency

Complete the fire log sheet.

Legal references

Regulatory reform (Fire Safety) Order 2005)

Guidance for Educational Premises see web link below

<http://www.communities.gov.uk/publications/fire/firesafetyrisk6>



Electricity at Work Act (1989)

HM Government: "A short guide to making your premises safe from fire."

This policy will be reviewed by management annually, who are responsible for ensuring the dissemination of this policy to all staff, volunteers and parents.