

# Fire and Emergency Evacuation

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

## 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.

If it is a fire that has been discovered and the building is fully evacuated, members of the senior management team 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, located at the top corner of the car park.

Any members of staff on breaks or in the office/kitchen should, if safe to do so, return to their room and assist in the evacuation of the children.

## 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 nursery office, then right and out of the main entrance door
- The end door in The Fold (baby room)
- The door at bottom of ramp out to Community Centre corridor, then right and out of the main entrance door
- The door out of The Meadows (Preschool room) towards toilets, then left to outer door, across the small courtyard to gate in fence
- If people in the kitchen cannot get to the fire door at the bottom of the ramp then they will use the large window on the right hand side of the kitchen to leave the building.
- If outside then leave the outdoor area through gate by back door (or through gate by the kitchen if route blocked to back door)
- If in the community centre exit through coffee lounge to corridor then through main nursery door or from the main hall out of fire door at the top of the room off the stage.

Everyone must then make their way to the Assembly Point at the top, far end of the car park near the gate. Room leaders must ensure that sign in sheets/tablets and emergency bags are taken out with them. Children practise this escape routinely to ensure an efficient and quick escape, if ever needed.

When children are leaving from the outdoor area gate leading out onto the driveway by the back door area, one member of staff must go out first to open doors and gates. This member of staff will then help the first few children down the steps and then wait by the garage of the house attached. The next member of staff will stand by the steps and assist all children down the steps to encourage them to line up along the wall. Once all children are evacuated, the children and members of staff will move together to the assembly point.

## Assembly Point

Children, staff and visitors should assemble at the top of the car park, near the locked gate. If fire is spreading rapidly, there is a threat of explosion, inclement weather or fire appliances need to be brought into the grounds, then the second point of assembly will be in the school grounds next door.

The instruction to proceed to this point will only be given by a senior member of staff or a member of the Emergency Services.

### **Fire Fighting Equipment**

Fire fighting extinguishers are installed at all fire exits and in the kitchen and are 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 top corner of the car park
- Close all doors behind you wherever possible
- Babies and children who are unable to walk should be evacuated by passing the children one by one down the line to the evacuation cot.
- 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.**