

Nursery Evacuation Plan

The Nursery Evacuation Plan must be followed in conjunction with Unity Academy's full evacuation plan located on the G-Drive

The purpose of this emergency plan is:

- To ensure all nursery staff know what to do if there is a fire
- To ensure that the building can be safely evacuated by everyone present

Many different factors will influence the actual actions to be taken e.g. the number of staff on duty at the time of the incident.

In **ALL** cases:

Visitors/Parents should sign in at Reception on entry and sign out on exit to the building. (Excluding those Parents dropping off and collecting their children)

Nursery Staff must sign in and out, at all times on entering and leaving the building.

THE SOUNDING OF THE ALARM AND THE IMMEDIATE COMMENCEMENT OF THE EVACUATION PROCEDURE MUST BE THE FIRST PRIORITY

FIRE SAFETY AWARENESS

All staff must:

1. Know both the location of and how to activate the fire alarm call points
2. Know and be familiar with all exits from the building and be able to operate the opening devices on each of them
3. Know the importance of closing doors and windows
4. Understand the reasons for keeping the Fire Doors closed
5. Know the location and type of Fire Extinguishers and Blankets provided
6. Know the assembly point
7. Be aware of the procedure to call the Fire Brigade
8. Know the location and understand the alarm panel
9. Be aware of any additional assistance that may be needed to evacuate disabled colleagues, children or members of the public.

WHAT TO DO ON DISCOVERING A FIRE

1. Raise the alarm at once by operating the nearest Fire Alarm call point
2. Commence the evacuation procedure immediately
3. In the case of a very small fire which you consider that you can easily and safely extinguish then , after first raising the alarm, attempt to fight the fire with the nearest correct type of Fire Extinguisher. NEVER TAKE PERSONAL RISKS and always call for assistance. NEVER ATTEMPT TO FIGHT FIRE ALONE

WHAT TO DO ON HEARING THE FIRE ALARM

Staff without specific duties under the evacuation procedure:

1. Leave the building as quickly and calmly as possible by the NEAREST AVAILABLE exit door. DO NOT stop to collect personal belongings and where possible close all doors/windows behind you.
2. If children attend who are non/new walkers or have sleeps then they must be placed into the evacuation cot which must be located in the cloakroom area at all times and used during evacuation procedure as required.
3. Report to the assembly point.

FOR ALL NURSERY THE ASSEMBLY POINT IS:

THROUGH GARDEN GATE TO PLAYGROUND BY Portacabin

If directed the children and staff must exit the area via gate to academy assembly point at the front on the main academy reception

Staff with specific duties under the evacuation procedure:

1. Named Nursery Officer/ designated person to carry out the responsibility of Fire Warden for each room.
 - **Early Years:** EYP must ensure all areas of room including both toilets and nappy changing areas are clear. This can be done with liaison with other room staff on duty.
 - **Pre-school:** EYT must ensure all areas of room including Kitchen, Toilets, and Wet Play Room are clear.
 - **Activity Room:** All staff must ensure they have a gate key when accessing the activity room with a group of children. Any nursery children within the activity room area will need to be evacuated out through the small garden area, they will then walk round to meet the rest of the nursery at the meeting point. Caution must be taken when walking within the pavement area to ensure safety and close supervision of all children.

2. EY2 from each room to take attendance book / register to the assembly point and check all children are present.
3. EY2 from each room to take gate key which is attached to registers.
4. Receptionist and volunteers to guide visitors to the assembly points.
5. Nursery Manager (EYP) will support nursery staff to evacuate children and liaise with EYT & Receptionist to ensure full evacuation of all facilities

STAFF

1. All available staff, where possible to assist and guide any visitors from the building
2. No-one must re-enter the building without authority from the Fire Brigade
3. People with Disabilities will be assisted as per the 'Personal Evacuation Plan'.

EVACUATION PROCEDURE FOR PEOPLE WITH DISABILITIES

It is a general requirement that emergency procedures are pre-planned and that planning should have regard to the needs of ALL occupants. It is therefore essential to identify the needs of people with additional requirements and to make proper arrangements for their assistance in the event of an emergency evacuation.

People requiring assistance in order to escape are not restricted to those who are wheelchair users or those whose mobility is otherwise impaired. The evacuation needs of visually and hearing impaired as well as people with temporary disabilities also need to be considered.

A Personal emergency evacuation plan should be established with the person concerned or their carer. Personal emergency evacuation plans need to be reviewed, quarterly at each fire practice and where details in the plan change. Should a person's level of additional requirements change then all people concerned should ensure the Personal emergency evacuation plan is amended.

Disabled people who have a condition that may restrict their ability to evacuate the building in an emergency are encouraged to make this fact known to their:

- Line Manager or nominated colleague (in the case of staff) or
- Receptionist / group leader or key worker

The complaints procedure

If there is a concern regarding the implementation of this policy in the first instance please follow the complaints policy.

Monitoring and Evaluating the policy

This policy will be reviewed annually or sooner if legislative changes or circumstances deem it necessary.