



3d. Emergency Evacuation Procedure
Also to be followed in the event of a Fire drill

On discovering a fire:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from the manager on duty/fire marshal
- Using the nearest accessible exit, lead the children out, assemble at **the junction of Durban Road and Colenso Road, keeping the children in line (in rows of 2) in the boundary of the pavement.**
- Close all doors behind you wherever possible
- **Babies:** Using the evacuation cot evacuate babies in groups of 6, where the cot is not available babies who cannot walk should be carried out by staff members in 2's, Kitchen staff/Chef and office staff must support baby room staff in evacuating babies where possible
- Room Leaders must take the room register and nursery phone with them on evacuation of the building, Management must take the nursery register, visitors log, staff register and evacuation bag along with them
- 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.
- At this point engage with the children ensuring they are calmed and comforted and wait for further instructions

If you are unable to evacuate safely:

- Stay where you are **safe**
- 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 manager/fire marshal is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
Give them your location as:
First Day Nursery, Royal British Legion Building, Durban Road, Newbury Park
IG2 7AQ
- In the fire assembly point area check the children against the register



- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

Remember

- Do not stop to collect personal belongings on evacuation of 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.

This policy was adopted on 17/05/16

Implemented by: Afshan Din (Nursery Manager)

Reviewed & Agreed by: Shiraz Kothia (Director)

Date for review: 17/05/17

Signed on behalf of the nursery: