



Emergency Evacuation Policy and Procedures

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1. Policy Statement

St Francis Nursery is committed to providing a safe and secure environment for all children, staff, and visitors. This policy outlines the procedures for the safe and orderly evacuation of the premises in the event of an emergency, such as fire, gas leak, structural damage, or any other threat requiring immediate evacuation. Our priority is the safety and well-being of all individuals, particularly the children in our care, ensuring their swift and safe removal to a designated safe assembly point.

2. Aims

- To ensure the safety of all children, staff, and visitors during an emergency.
- To establish clear, concise, and practiced procedures for emergency evacuation.
- To minimize confusion and panic during an emergency.
- To comply with all relevant fire safety legislation, health and safety regulations, and Early Years Foundation Stage (EYFS) requirements.
- To ensure all staff are fully trained and competent in evacuation procedures.

This policy applies to all staff, children, parents/carers, visitors, and anyone else present on site.

3. Roles and Responsibilities

3.1. Fire Marshal /Evacuation Officer Responsibilities:

- Oversee the implementation and regular review of this policy.
- Ensure all staff receive appropriate training.
- Maintain fire safety equipment and ensure checks are carried out.
- Liaise with the London Fire Brigade and other relevant authorities.
- Conduct regular fire drills and evacuation practices.
- Ensure a personal emergency evacuation plan (PEEP) is in place for any individuals requiring assistance.
- Take charge during an actual emergency evacuation.

3.2. All Staff Members Responsibilities:

- Familiarize themselves thoroughly with this policy and all evacuation procedures.
- Participate in all training and drills.
- Know the location of all exits, fire alarms, and fire-fighting equipment.
- Be aware of children's individual needs (e.g., allergies, medical conditions, mobility issues).
- Be prepared to lead groups of children safely to the assembly point.
- Report any fire hazards or safety concerns immediately.
- Account for all children in their care during an evacuation.

3.3. Visitors Responsibilities:

- Follow instructions from staff members during an emergency.
- Familiarize themselves with the fire exits upon arrival.

4. Emergency Evacuation Procedures

4.1. Discovery of an Emergency (e.g., Fire):

- Shout "FIRE! FIRE! FIRE!" (or "EVACUATION! EVACUATION!") to alert everyone.
- Sound the nearest fire alarm immediately.
- Do NOT attempt to fight the fire unless it is very small and can be extinguished safely without risk to life, and you are trained to do so. Your priority is evacuation.

4.2. Evacuation Steps:

- **Stay Calm and Act Quickly:** Do not run or panic.
- **Gather Children:** Staff in each room/area are responsible for quickly gathering the children in their care. Where possible, children should put on coats if weather dictates, but *do not delay evacuation*. No time should be wasted collecting personal belongings. For babies and very young children, staff must assist them quickly. Use evacuation cots/prams if available and safe to do so.
- **Check Rooms:** Before leaving a room, quickly check for any remaining children and close doors behind you to help contain smoke/fire. **DO NOT lock doors.**

- **Proceed to Nearest Safe Exit:** Follow the designated evacuation route clearly displayed on fire escape plans throughout the nursery. Do not run, use lifts, and assist any children or colleagues who need help.
- **Assembly Point:** Proceed directly to the designated primary assembly or secondary (if the primary is not safe).
- **Roll Call/Headcount:** Upon arrival at the assembly point, each staff member must immediately conduct a headcount of the children they brought out, comparing it to their register. The nominated Fire Marshal /Evacuation Officer (or designated person) will collect all registers/attendance sheets (if it was safe to retrieve them) and conduct a comprehensive roll call of *all* children, staff, and visitors using the master register. Report any missing individuals immediately to the Fire Marshal /Evacuation Officer.
- **Do Not Re-Enter the Building:** Under no circumstances should anyone re-enter the building until the Fire Brigade has declared it safe to do so.

4.3. Calling Emergency Services:

- Call 999 (Fire Brigade) immediately upon confirmation of an emergency and ensure a staff member is delegated to meet them and provide crucial information.

5. Specific Considerations

- Evacuation cots, prams, or designated staff carrying them should be used. Practice these methods during drills.
- Personal Emergency Evacuation Plans (PEEPs) will be developed for children with specific mobility or communication needs. Ensure designated staff are aware of these plans.
- Staff must be extra vigilant during sleep times to ensure all sleeping children are quickly roused and evacuated.
- All visitors must sign in and out of the visitor's book. In an emergency, this book (if safely retrievable) should be taken to the assembly point for accountability.
- Staff must maintain supervision of children at all times, even at the assembly point, ensuring their safety and well-being.

- Once the emergency is over and the Fire Brigade has given the all-clear, parents will be informed of the situation and instructed on where and when to collect their children safely. This will be managed in a controlled manner to ensure each child is released to the correct authorised adult.

6. Training and Drills

- All staff will receive initial fire safety and evacuation training upon employment and refresher training at least annually.
- Unannounced fire drills will be conducted at least [e.g., quarterly, or every half-term] to ensure all staff and children are familiar with the procedures.
- Records of drills will be kept, including date, time, evacuation duration, any issues identified, and actions taken to rectify them.
- Following each drill or actual emergency, a debriefing session will be held to evaluate the effectiveness of the procedures and identify areas for improvement.

7. Fire Safety Equipment and Maintenance

- Fire Alarms will be tested weekly.
- Fire extinguishers/blankets will be serviced annually by a competent person and staff will receive basic training on their use.
- Escape Routes will be kept clear and unobstructed at all times, with exit signs clearly visible.
- Fire Doors will be checked regularly to ensure they close correctly and are not propped open.

8. Record Keeping

The following records will be maintained:

- Fire risk assessments.
- Fire drill records (dates, times, observations, timings, actions).
- Staff training records (dates, content, attendees).
- Maintenance records for fire safety equipment.

- Copies of communication with emergency services and authorities.
- PEEPs for individuals needing assistance.

This policy will be reviewed at least annually, or sooner if there are changes in legislation or guidance, to the nursery premises or following any incident or drill.