



Bolton College
Early Years &
Pre-School Centre

Bolton College Early Years and Pre-School Centre

Fire & Emergency Evacuation Procedure Policy 2024-25



BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE
FIRE & EMERGENCY EVACUATION PROCEDURE

Contents

1. Definition 3
2. Scope..... 3

Programme / Business Area:	Early Years / Student Services
Prepared By:	Nursery Manager & Student Experience Manager
Approval By:	SMT
Approval Date:	September 2024
Next Review Date:	September 2025
College Website Link:	Fire & Emergency Evacuation Procedure

1. Definition

The following procedures are in place to ensure the safety and wellbeing of children attending the Early Years and Pre-School Centre in the event of a fire or an emergency evacuation.

2. Scope

Every parent / carer must sign their child's name(s) on the signing in sheet, upon entering, and sign out when collecting them from the Early Years and Pre-School Centre.

- When the fire alarm is activated, nursery staff will assemble all the children at the appropriate fire door in the Early Years and Pre-School Centre. Designated staff from Student Experience will meet at the nursery to assist the childcare staff in the evacuation. There is no need for parents to collect their child at this time.
- The Deputy Managers will collect the signing in sheet, registers, and emergency contact numbers and mobile phone and will conduct a headcount of all children before leaving the setting via the fire exit. Baby room staff will collect the evacuation cots and assemble them outside and will also conduct a headcount of babies as they are placed into the evacuation cots.
- The Nursery Managers will check rooms, toilet areas, quiet areas and prams to ensure no children are left behind before evacuating the building. The Nursery Manager will collect blankets to keep children warm (if required) during the evacuation procedure.
- The children accompanied by staff will be led outside by the Nursery Managers or Deputy Nursery Manager and they will be responsible for deciding on and communicating to the rest of the staff where to assemble.
- Staff and children will assemble at one of two evacuation points:
 - Outside in the nursery garden area as far from the building as possible near the nursery fence or
 - B Block Construction at the back of the ground floor foyer.
- A further headcount of the children on the register will be taken once they are assembled at the designated evacuation point.
- The Nursery Manager or Deputy Managers will ring the Co-ordinating Fire Officer for the College to confirm all children have been collected safely and take any further instruction.
- The College Fire Wardens will signal to the Nursery Managers / Deputies when children are allowed back into the Early Years and Pre-School Centre.
- On returning to the setting, the Nursery Manager will observe the Deputy Managers conducting a further register and headcount.
- A report will be entered into the Fire Drill Book and signed by the Nursery Manager.

Fire drills are carried out on a monthly basis enabling staff to practice operating safe evacuation from the setting. All fire procedures are posted on the fire exits.