



Early years and
Pre-School Centre

Fire and Emergency Evacuation Procedures

AREA: Childcare Student Services	
Policy prepared by: Nursery Manager & Student Services Manager	Approved by: SMT Corporation
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FIRE AND EMERGENCY EVACUATION PROCEDURES

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:

1. 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.
2. 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 Services will meet at the nursery to assist the childcare staff in the evacuation.
3. There is no need for parents to collect their child at this time.
4. The Deputy Managers will collect the signing in sheet, registers, and emergency contact numbers and 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.
5. The Nursery Manager 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.
6. The children accompanied by staff will be led outside by the Nursery Manager or Deputy Nursery Manager and they will be responsible for deciding on and communicating to the rest of the staff where to assemble.
7. Staff and children will assemble at one of two evacuation points –
 - a) Outside at the back of A Block - College rotunda **or**
 - b) B Block Construction at the back of the ground floor foyer.
8. A further headcount of the children on the register will be taken once they are assembled at the designated evacuation point.
9. The Nursery Manager or Deputy Manager will ring the Co-ordinating Fire Officer for the College to confirm all children have been collected safely and take any further instruction.
10. The College Fire Wardens will signal to the Nursery Manager / Deputies when children are allowed back into the Early Years and Pre-School Centre.
11. On returning to the setting, the Nursery Manager will observe the Deputy Managers conducting a further register and headcount.
12. A report will be entered into the Fire Drill Book and signed by the Nursery Manager.
13. Fire drills are carried out on a monthly basis enabling staff to practice operating safe evacuation from the setting.
14. All fire procedures are posted on the fire exits.