

# Fire emergency evacuation

## Procedures

- The basis of fire safety is risk assessment, carried out by a Debbie Swan (health and Safety Officer).
- The Health and safety manager has received training in fire safety sufficient to be competent to carry out the risk assessment; a Fire Safety Risk Assessment is recorded.
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- The nearest fire hydrant is adjacent to the park entrance- memorial avenue.
- Records are kept of fire drills and of the servicing of fire safety equipment.

## *Emergency evacuation procedure*

- Children are familiar with the sound of the fire alarm.
- The children, staff and parents know where the fire exits are.
- The children are led from the building to the assembly point.
- The children will be accounted for and recorded by the room leader.
- Time taken to get the children out safely will be recorded.
- Room leader calls the emergency services, when all children are evacuated safely, in the event of a real fire.
- Parents are contacted using the emergency details if necessary.

## *The fire drill record books contains:*

- The date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

## *Forest School*

- In an emergency all staff to report to leader.
- The Leader will ensure emergency services are rung and complete a thorough check of the woodland to gather all staff and children. The whole group will then evacuate woods and gather at the agreed emergency evacuation point.
- Leader if safe to do so will gather; Children's Emergency details, Visitors book, Daily register and telephone.
- Once assembled the register and visitors book will be checked to confirm all children, staff and visitors are accounted for.
- We will remain in place until advised by the fire-brigade it is safe to return, or we need to return to the nursery.

- In the event of an emergency or the building becoming unsafe, we have a Buddy system put in place where we can go to the Hippodrome as a safe base and vice versa.
- If it is not safe to return or the children are too distressed, parent, carers will be telephoned to collect their children if necessary.

In the event of a bomb alert the above procedures will be adhered to but a manual bell may be rung if it is deemed unsafe to use the standard bell attached to the mains electricity supply. This is located in the cupboard by the main door.

Fire drills will be practiced at least 6 times a year in both settings and the forest school.

### **Legal framework**

- Regulatory Reform (Fire Safety) Order 2005