



Emergency Evacuation Policy

As a setting we endeavour to ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer, or Fire Safety Consultant.

The basis of fire safety is risk assessment. These are carried out by a 'competent person'. The manager has received training in fire safety sufficient to be competent to carry out risk assessments.

Fire doors are at the front and rear of the building and clearly marked, never obstructed and easily opened from the inside.

Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate areas of the building and are checked as specified by the manufacturer.

Our emergency evacuation procedures are approved by the Fire Safety Officer and are: clearly displayed in the premises, they are explained to new members of staff, volunteers and parents and practised regularly at least once every six weeks ideally on different days to ensure all attendees have practiced the procedure.

Records are kept of fire drills and the servicing of fire safety equipment.

The fire drill record book must contain:

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.

The Procedure

The alarm sound is one long continuous blow of the whistle (kept on the notice board in the setting)

All children/staff and volunteers are made aware of the sound of the alarm.

On sounding the alarm the Manager will evacuate the building, collect the registers and the toilets will be checked for any persons.

The staff and children will evacuate to the school playground where a register will be taken and emergency services will be called.

No-one will be allowed back into the building until it has been declared safe to do so by a competent person.

Date of policy approval **Sept 2018**

Date of policy review **Sept 2019**