



Fire & Emergency Evacuation Procedure

In the case of an emergency, fire or fire drill.
The following procedure is to be followed.
(To be conducted by the Manager / Deputy Manager).

1. Manager / Deputy Manager to ensure all registers and children's files are collected to be taken outside.
2. If any child is on Oxygen they must be priority to leave the premises first.
3. All children and visitors stop what they are doing and make their way towards the fire exit (Side Door) to be escorted outside.
4. Baby staff to escort out the babies and ensure that all babies are taken out from the baby sleep room / sensory room.
5. Toddler room staff members to escort out the toddlers.
6. Pre-School staff members to escort out pre-school children and bring down any children from upstairs and escort them out.
7. Nursery Cook / Main Room Staff to check kitchen and toilets.
8. Manager / Deputy Manager to visually check the building is empty.
9. Manager / Deputy to ring emergency services 999 police, fire brigade, ambulance (as necessary) Nearest Telephone (Office / Main Room) or next door (34 Penkett Road).
10. Staff to escort children outside through appropriate exit to the top gates or next door 34 Penkett Road as nearest safe place if necessary.
11. Staff and Child Registers to be taken ASAP.
12. Contact Parents / Carers if necessary.

DO NOT RETURN INTO THE BUILDING UNTIL THE EMERGENCY SERVICES OR PERSON IN CHARGE SAY IT IS SAFE TO DO SO.

- **Assemble everyone**
- **Evacuate the building**
- **Last out checks that no-one is left in the building**
- **Do not return to the building**
- **Call emergency services**

In the event of staff sickness or staff being in different areas, the staff are responsible to escort the children in their group out of the building.

**This policy was revised & updated on the 15th August 2022
Eversley Nursery School**