**EMERGENCY EVACUATION PROCEDURE AND FIRE SAFETY POLICY**

An emergency evacuation drill will be held at least once each term in line with East Sussex County Council advice. The emergency evacuation drills are held at all different times and days of the week. All the staff, students and volunteers working with the children will receive instruction regarding our emergency evacuation procedures as part of their induction. Records of the evacuation drills will be noted within the evacuation drill Log book. Fire equipment is checked yearly by a Fire protection service and maintained regularly.

The nursery has its own fire alarm. The Fire Exits are clearly labelled and the access is constantly maintained.

Daily records contain details of who is on the premises, including visitors and must be accurately completed and taken with staff during an emergency evacuation.

Our emergency evacuation procedure is the same for a range of situations and we will always seek to notify and follow the instructions of the emergency services in these situations. These include:

* Fire
* Bomb threat
* Terrorist attack (also refer to ‘lock-down’ policy and procedure)
* Explosion
* Any other incident where it is deemed unsafe to stay in the building

**The procedure is as follows:**

1. Sound the nearest fire alarm by breaking the alarm glass.
2. Nursery staff are to lead the children and any visitors out in a calm controlled manner, via the safest exit, taking registers and evacuation bags with them.
3. Practitioners are responsible for taking the register and ensuring fire doors are closed behind them
4. Once outside section leaders are to take out the register and report to the person in charge which evacuation point they have gone to, if all are present or is anyone missing.
5. The person in charge will call the appropriate emergency services
6. DO NOT stop to collect personal belongings.
7. Never re-enter the building. Wait for the emergency services to report any unaccounted for persons and their possible locations.

Fire Alarm buttons are located:

1) In 2-3 Classroom by the backdoor

2) Next to the front door

Fire extinguishers are located:

1. In the Dover Room
2. In the hallway
3. In the Kitchen
4. In the baby room landing
5. Fire blanket in Kitchen

**Meeting Points**

Depending on the location of the emergency, 2-5 years staff would firstly try to meet in the back garden, at the top by the decked area, as this is the furthest point away from the building. If this is not possible they may decide to leave by the front door. The 0-2 years group will use the front door if possible, as this prevents them needing to travel through the ground floor of the building. The group will congregate by the buggy area. It may be necessary (depending on the ferocity of the fire) to meet in the conservative car park.

Should we be unable to re-enter the building for any length of time we may need to find a safe place to take the children to, particularly when the weather conditions may be extreme. We have an arrangement in place with Birkdale Nursery (8 London Road, TN39 3JU) that a room will be provided where the children can be kept safe until their parents/carers have been contacted and arranged to collect them. Naturally this is mirrored should Birkdale practitioners need to evacuate their nursery.

Policy revised December 2018 Lisa Gray