St. Joseph's Nursery Fire and Emergency Evacuation Procedure

Purpose

The nursery has clear procedures in place to ensure that all children, staff and visitors can evacuate the building safely and promptly in the event of a fire or other emergency requiring evacuation.

All staff must be familiar with these procedures and their individual responsibilities. The safety of the children must remain the priority at all times.

Fire and Emergency Evacuation Procedure

When the fire alarm sounds, the following procedure will be followed.

Seedlings/Acorns

- Staff will assemble all children at the designated front door and organise them into a line.
- Staff will carry out an immediate head count. Babies and children who are unable to walk safely will be carried by staff.
- The Manager will collect the register and any emergency medication, such as inhalers or EpiPens, **if it is safe to do so**.
- One member of staff will check the toilets and other areas of the nursery, **only if it is safe to do so and without putting themselves at risk**.
- The Deputy Manager will complete a further head count and lead the children and staff to the designated assembly point on the school playground.
- Children will line up at the assembly point and the register will be called by the Manager.
- Staff will report immediately to the Manager if any child, member of staff or visitor is unaccounted for.
- No person will re-enter the building until authorised to do so by the emergency services or the person responsible for managing the emergency.

Oakleaves

- Staff will assemble all children at the designated hall door and organise them into a line.
- Staff will carry out an immediate head count.

- The Manager will collect the register and any emergency medication, such as inhalers or EpiPens, **if it is safe to do so**, and join the staff and children.
- One member of staff will check the toilets and other areas of the nursery, **only if it is safe to do so and without putting themselves at risk**.
- The Manager will complete a further head count and lead the children and staff to the designated assembly point on the school playground.
- Children will line up at the assembly point and the register will be called by the Manager.
- Staff will report immediately to the Manager if any child, member of staff or visitor is unaccounted for.
- No person will re-enter the building until authorised to do so by the emergency services or the person responsible for managing the emergency.

Fire Drill Practice Policy

The nursery will participate in fire drill practices with the school **five times during each term**. This will help ensure that children and staff regularly practise the evacuation procedure.

Where possible:

- Fire drills will take place on different days of the week, as not all nursery children attend every session.
- Different appropriate exit routes will be used so that children and staff become familiar with alternative evacuation routes.
- The Nursery Fire and Emergency Evacuation Procedure will be followed whenever the fire alarm sounds during a drill.
- Staff will explain the purpose of fire drills to children in an age-appropriate and reassuring way.
- Staff will regularly talk to children during circle time and other appropriate activities about what to do when they hear the fire alarm.
- Staff will ensure that children understand that they must stop what they are doing, listen to the adults and leave the building calmly and safely.
- Following each drill, staff will consider whether the evacuation was carried out safely and efficiently and identify any issues that need to be addressed.

Fire drills will be recorded, including the date, time, evacuation route used, attendance and any issues identified.

Forest School and Field Activities

When children are participating in Forest School or activities on the school field, appropriate emergency arrangements will remain in place.

- The lead staff member will take the register and any necessary emergency medication, such as inhalers or EpiPens, when leaving the nursery building.
- Staff will know how many children are attending the session and will maintain an accurate head count throughout the activity.

- A head count will take place before leaving the nursery building and at regular points throughout the activity.
- A daily head count will be displayed on the group clipboard.
- Staff will remain aware of the location of all children at all times.
- Staff will follow the school's emergency procedures if a fire alarm or other emergency occurs while the children are outside.
- If an evacuation or emergency situation occurs, staff will assemble the children at the designated emergency assembly point and complete a head count.
- The register will be checked to ensure that all children, staff and visitors are accounted for.
- Staff will not return to the nursery building until it is confirmed that it is safe to do so.

Staff Responsibilities

All staff have a responsibility to:

- Be familiar with the nursery's fire and emergency evacuation procedures.
- Know the designated evacuation routes and assembly point.
- Know the children in their care and maintain accurate head counts.
- Remain calm and reassure children throughout an evacuation.
- Never put themselves or children at unnecessary risk.
- Follow instructions from the Manager, school staff and emergency services.
- Report immediately if a child, colleague or visitor is missing or unaccounted for.
- Take particular care to support babies and children who require additional assistance during an evacuation.

The Manager is responsible for ensuring that staff understand the procedures and that fire drills are carried out and recorded appropriately.

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Completed by: Emily Lerego (Nursery Manager)