

Evacuation Plan

Sound of the alarm

The sound of the alarm will be: A continuous warning siren

Raising the alarm

In the event of a fire beginning:

If the fire is discovered by a staff member or a visitor notifies a staff member of a fire, the alarm will be raised by activation of the nearest call point.

If fire is detected by automatic detectors, this will trigger the fire alarm

The following actions will be taken upon the fire alarm being sounded:

- The manager on duty will take charge and lead in the fire evacuation
- The duty manager should dial 999 and request attendance by the Fire Service. Staff member gives their name, name of building, building address (as detailed above), contact number and details of fire.
- The duty manager picks up visitors signing in book/sheet from reception desk.
- Staff will commence evacuation of the building – ensuring that all children are calmly and safely guided out to the assembly point and this should be done in a calm and orderly manner
- Duty Manager to sweep building to ensure all areas are clear (including back areas) if safe to do so and ensure all doors are closed on the way out
- The duty manager should ensure nobody re-enters the building until confirmed safe to do so by the Fire Service and all staff and children to meet at assembly point and check all contractors and staff members are accounted for.
- The duty manager to liaise with Fire Service upon their arrival at the premises

Escape routes: The escape routes from the building are: MAIN FRONT ENTRANCE

Fire assembly point is: OUTSIDE IN CAR PARK

Fire extinguishers will only be used where:

- Staff have received training and feel confident in their use
- Where it is deemed safe to do so i.e. there is a clear means of escape, fire is small

Personal safety always takes priority and, if in any doubt, staff should not attempt to extinguish a fire

Location of key safety hazards or other fire related equipment

- Gas supply shut off: Outside in the garden with key in the key safe at entrance.
- Mains fuse box: At the Fire safe Cupboard and Outside at entrance.
- Mains water inlet: SQUARE BOX OUTSIDE GARDEN AREA

- Gas/oxygen cylinders: Not Applicable.
- Location of fire alarm panel: MAIN FRONT ENTRANCE

Number of staffs needed to carry out evacuation plan

To implement the evacuation plan a Designated Safeguarding Officer on duty takes charge.

Equipment needed to affect the emergency plan

EMERGENCY GRAB BAG

The Nursery manager / Deputy Manager are responsible for:

- For ensuring plan is up to date.
- For ensuring adequate staff are on duty to carry out the evacuation plan.
- For training staff on the evacuation plan and in their roles and responsibilities.

Alternative arrangements will be made to cover staff absences/ leave etc to ensure there are always a sufficient number of trained staff available on site.