

# Fire Evacuation Policy

In the event of a fire, the alarm must be sounded:

1. By detection of smoke sensors
2. Person observing the start of a fire

This will enable children, staff and visitors to evacuate the building by the nearest available fire exit. (See evacuation routes)

**Don't Panic;** remain calm and in control

**Do Not** stop to collect belongings

**Do Not** run

**Do Not** re-enter the building until advised told to do so

**Do Not** frighten the children, remaining calm will reassure them

Staff from individual play areas must take their registers with them to check off their children. Ensure you have all children from your area. Children must be evacuated as they are on the sounding of the alarm, staff must not pause to put on a child's footwear if they have been playing bare foot. Shoes will be carried out in the area 'Shoe Tub' by a member of staff, or a member of staff will return to the Centre, when permitted to do so, and collect the 'Shoe Tub' and put shoes on children's feet prior to returning. Ensure supply staff, students and any parents in your room evacuate. Make your way to the **assembly point within Storm Jameson Courtyard** via your identified evacuation route. We have **access to the foyer in Storm Jameson** if we are unable to return to the Centre or if the weather is inclement.

Carry out a register of children.

Wait there for further instructions from a member of the management team.

The management team will sweep all internal areas and spaces closing doors as areas are checked as clear.

The receptionist will call 32222 to alert Security there is a fire; Security will contact the Fire Service.

The receptionist will take the staff register and visitors' book and stand outside the main entrance to ensure no one enters the building.

**If we are aware of the reason why the alarm sounded, security should be contacted on ext. 32222 to cancel further action.**

- The safe evacuation of the children is of utmost priority should a fire or emergency

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occur.

- Staff should be aware of the responsibility they have to protect the children in their care.
- Every consideration is given in making sure that the evacuation of children is carried out quickly and safely.
- Cook / Kitchen Team to go immediately to Caterpillar Area to assist staff evacuate the children if the passage way is clear.
- Domestic Support to go immediately to Butterfly Area to assist staff evacuate the children if the passage way is clear.
- Any staff member who is not in their usual work area should return immediately to their designated play area to aide evacuation of the children if the passage way is clear.
- All personal belongings must be left in the Centre.
- On activation of the fire alarm system the front door biometric lock automatically deactivates.
- If we are unable to return to the building space will be allocated a room in the LUU / Refectory building and parents will be contacted.
- Close all doors as you leave. **NEVER** go back into the building until instructed to do so.

## CHILDREN ARE THE FIRST PRIORITY

### Fire Evacuation Practice

To evacuate the building during a practice follow the detailed procedure:

- Fire evacuation practice will be carried out by the Management Team / Area Supervisor. Individual play areas will carry out practise evacuations on a bi-monthly basis.
- A record of practice must be recorded in the Fire evacuation record file, found in the archive area also recorded on area register and in area diary.
- Staff will not be notified of a pending general evacuation.

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## General Evacuation

### Pre arrangement of a planned practice evacuation:

Contact Angela Dean, Residence Manager at Charles Morris, on 32750 to agree a suitable date and time

**Prior to the alarm being sounded:** notify security immediately before on ext. 32222 of the intended practice, and as soon as completed.

Accurate records must be kept

- Exact time of evacuation
- Exact number of staff and children evacuated

## Centre Fire Wardens

Centre Fire Wardens will make regular 6 weekly checks of all:

- Firefighting equipment
- Ensure all fire doors operate
- Ensure all fire exits are clear
- Ensure other team members understand their role in an evacuation procedure
- Notify the manager immediately of any pieces of defective equipment which need attention

## Use of Fire Equipment

A range of firefighting equipment is located throughout the building, please familiarise yourself with their location on the plan in the entrance way.

Staff trained in the use of firefighting equipment should only use it in cases of a small fire and at no risk to themselves. Staff not trained in the use of the equipment should not use it.

Our focus is the safe evacuation of the children and adults in the centre at that time, please ensure a speedy evacuation takes place.

## Parents

If you are in the Centre please leave the building by the nearest designated exit. If you are in your child's play area please follow staff to the assembly point where we will check to

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ensure everyone has been evacuated safely. Staff must follow a specific procedure in an emergency. If you are not in a play area, evacuate the building and meet at the assembly point, where your child will be handed to you. Please do not remove your child until the attendance registers have been checked.

## Visitors

All visitors should sign the visitors' book on entry and exit to the centre. Follow a member of staff, leaving the building by the nearest exist, making their way to the assembly point and wait for further instructions.

## Staff

Staff are expected to carry out and record appropriately, on day of practice, bi-monthly fire evacuation practices. Clearly indicate the number of children / adults evacuated. The time taken to evacuate must also be recorded.

When evacuating the room a member of staff must complete a final sweep / check of the room from the point farthest away from the point of evacuation, checking all areas including bathroom, store and play mezzanine.

## Evacuation of Play Mezzanine



General management of these pieces of equipment will involve the management of numbers of children occupying the space.

On sounding of the alarm one member of staff must go to the play mezzanine. On each piece of equipment there is a side gate. This gate must be opened and the staff member

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can then lift any children quickly and carefully down to the ground. Children will then be directed to join the main group to continue evacuation. This would support the children in Ladybirds and Bumblebees 2 – 3 years old.

It is anticipated that the 3 -4 year old children will recognise the alarm and will on hearing the alarm start to dismount the equipment themselves. Staff will also then open the side gate to support any children who are waiting to dismount.

The member of staff must then check the play space below for any children playing in that area, supporting and directing them to join the rest of the group to evacuate the room.

## Disabled Persons

Throughout the building there are specific refuge points to support disabled persons safe evacuation of the building. These are clearly identified in the evacuation route plan.

As we have an evacuation lift – this could be used should this be necessary to support the safe / speedy evacuation. On the advice of our fire officer – we should ensure that disabled persons are guided to the refuge points – where the fire service will aid rescue from the building. These points are located at the top of the main staircase and at the top of Grasshopper/Dragonfly outdoor balcony area outdoor staircase.

<b>This Policy was adopted on</b>	5 <sup>th</sup> July 2017
<b>Signed on behalf of the Centre</b>	Fiona Hakin
<b>Date for review</b>	5 <sup>th</sup> July 2018