



Emergency Evacuation Procedure

All members of staff are responsible for the Health and Safety of all persons that use the setting. These include children, young people, parents, students, volunteers, members of the public and other staff members.

Statement of intent

At Churchill Preschool we work with children, parents, visitors, the Memorial Hall Committee and the community to ensure the health and safety of all children attending the setting.

Aim of the policy

Our overall aim is to ensure children in our care are kept safe from harm through implementing this policy and by following the emergency evacuation procedure set out in this policy.

Responsibilities of the staff team

Each staff member must ensure that:

- All fire exit doors are kept free of any obstruction
- All corridors and door ways are kept free of any obstruction
- They are familiar with the location of all fire alarm points
- They are familiar with the evacuation procedure
- All fire extinguishers are in their allocated position and are operational
- A telephone is available and charged at all times
- They understand their allocated specific tasks in the event of an emergency
- They have received the basic fire safety training given to all staff
- They are familiar with the Emergency Evacuation drill
- In the event of an emergency outside access doors are unlocked by a member of staff as part of the emergency evacuation procedure

If a staff member notices any issue with free access to exits, or the equipment required to maintain the safety of children and staff in the event of an emergency, the matter must be rectified or brought to the attention of the Play leader/s or person in charge immediately. The Play leader/s or person in charge must make immediate arrangements to rectify the risk or equipment, and to ensure the health and safety of children, staff and others on the premises.

Emergency Evacuation drills should be carried out monthly and must be carried out within two weeks of a new intake of children or the joining of new members of staff.

What to do in the event of discovering a fire, flood or any other reason for emergency evacuation:

- Stay Calm
- Sound the alarm
- Walk; do not run
- Encourage the children to stay calm and walk to the designated fire safety assembly point **(the grass area in front of the Pre-School building)**

The staff will:

1. Lead the children onto the grass at the front of the Pre-School and assemble in front of the pre-school front doors.
2. Pick up the registers, the Pre-School mobile phone and landline phone, emergency contact details for children and staff and the emergency bag on the way.
3. Call the register of children and conduct a headcount.
4. Check the registered areas, premises including the toilets and close the doors (if possible) when confident that there are no people left inside.
5. Call 999 giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact).
6. If the Emergency means that we are unable to stay on site, we have agreement to move to the local school. We have risk assessed our route to the school and this is kept with our emergency bag. Gathering all available support we will walk the children to the school. We will contact parents to collect their children and will be contactable in the event of an emergency on our Pre-School mobile, telephone number **07519 800480**. If for any reason Pre-School staff are unavailable on this telephone number (such as in the event that the telephone is in use for emergency telephone calls) Pre-School staff and the Pre-School leader can be contacted in the event of an emergency through the school 01934 852446.

Practice Emergency Evacuation drills will be carried out monthly and different scenarios will be covered. Details of the drills will be logged in the Emergency Evacuation log book, with any problems and solutions noted. Details will include; date, time, number of children, number of staff, how long the evacuation took and comments.

Policy Date: 6th April 2016

Review Date: 1st April 2017