


Ashgate Nursery School



Emergency Evacuation Procedure

Signed by:			
	Head teacher	Date:	26 May 2023
N/A	Chair of governors	Date:	N/A

Date of Procedure: May 2023

Date of next review: May 2024



Emergency Evacuation Procedure

1.0. On discovering a fire

Sound the alarm by pushing cover of nearest red 'call' box

- 1.1. In the event of confirmed fire, calls should be made to 999
- 1.2. If possible, tackle the fire using the appliances provided

BUT Do not endanger yourself or others in doing so.

2.0. On hearing the alarm or being alerted to emergency

- 2.1. Evacuate the building - see responsibilities below.
- 2.2. Report to assembly point. Follow evacuation signs to nearest exit.
- 2.3. Assembly point is opposite the main entrance
- 2.4. DO NOT stop to take personal items.
- 2.5. DO NOT re-enter building, unless authorised to do so.

3.0. Responsibilities

- 3.1. All staff are responsible for getting the children in their care out of the building.
- 3.2. All other adults should be aware of the procedure and are responsible for their own safety, and that of their children.
- 3.3. If necessary children can be carried to safety
- 3.4. School office staff are to be responsible for ensuring school mobile phone is kept charged.

4.0. Fire Wardens

Each classroom has trained fire wardens

4.1. Willows

- Fire warden to collect register
- Sweep toilets
- Sweep utility room
- Sweep room
- Follow children out sweeping garden
- Exit through the side gate. Staff to be given combination at annual training
- Assemble at the assembly point

4.2. Stay and Play/Den

- Fire warden to collect register
- Sweep toilets

- Sweep disabled toilet if safe to do so
- Sweep room
- Follow children out sweeping garden
- Exit through the side gate. Staff to be given combination at annual training
- Assemble at the assembly point

4.3. Elms including green room

- Fire warden to collect register
- Sweep cloakroom
- Sweep toilets
- Sweep disabled toilet if safe to do so
- Sweep room
- Follow children out sweeping garden
- Exit through the side gate. Staff to be given combination at annual training
- Assemble at the assembly point

4.4. Outside

- Sweep playground
- Sweep undercover store
- Sweep sensory garden
- Pay particular attention to bushes, play equipment and other places where children might hide
- Exit through the side gate. Staff to be given combination at annual training
- Assemble at the assembly point

4.5. Office

- Collect ('Fire Evacuation Box' in main office)
 - Staff signing in sheet
 - Visitor's signing in book
 - Children's contact cards
 - Staff contact cards
 - School mobile phone
- Check secure store
- Exit through the main entrance
- Assemble at the assembly point
- Check everyone is present

4.6. Personal Evacuation Plans (PEP)

- All staff to be aware of who has a PEP (staff and children)
- Staff to support those with a PEP to safely leave the building
- If needed, call for another member of staff to support

At all times staff should try to keep calm and talk to the children in a quiet, reassuring way.