



Emergency Evacuation & Fire Safety Policy

The Pre-school headteacher has overall responsibility for the fire drill and evacuation procedures and senior staff assists in the implementations of such procedures. These are carried out and recorded for each group of children every half-term or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the pre-school. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The pre-school operates a strict no smoking policy, which acts as a preventative measure of the starting of a fire.

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm
- Immediately evacuate the building under guidance from the person in charge
- Using the nearest accessible exit, lead the children and visitors out and assemble by the bins in the car park.
- Close all doors behind you wherever possible.
- Adults and children should evacuate the building via the closest designated fire exit.
- Children or adults with mobility difficulties should be escorted from the building by the member of staff attending or caring for that individual/child. Additional support may be required, such as walking aids or another member of staff, depending on the person's condition.
- **DO NOT** stop to collect personal belongings on evacuating the building
- **DO NOT** attempt to go back in and fight the fire
- **DO NOT** attempt to go back in if any children or adults are not accounted for.

If you are unable to evacuate safely:

- Stay where you are safe
- Keep the children calm and together
- Wherever possible alert the Pre-school headteacher of your location and identity of the children and other adults with you.

The Fire Marshall/Deputy is to:

- Sweep the classroom and toilets if possible
- Pick up the children's register, staff register, phone, keys, visitor book and fire bag (containing emergency contacts list, nappies, wipe, first aid kit), any medication if needed

- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area, check the children against the register and account for all adults - staff and visitors
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

In the event of fire, our first priority is to evacuate all children, parents and visitors out of the building as quickly as possible. Below are the procedures we will calmly adopt should the need arise.

Emergency Evacuation & Fire safety Procedures

Fire Risk Assessment

Tigglywinkles carries out a formal Risk Assessments regarding fire safety at regular intervals. Further fire safety risk assessments (which is included in the overall daily risk assessment will be carried out every morning before the pre-school opens).

Means of Escape

The main exit routes are shown on a map which is located by the hatch in the classroom and are found at the front and rear of the building.

If the fire exit is unclear and not accessible then all adults and children to stand by the window and await fire rescue service.

Assembly Point

Route A Front Exit – Children, staff and visitors should leave the building through the fire exit doors and stand at the end of car park.

If an evacuation takes place during outdoors play, the pre-school headteacher (or next in charge) will contact the members of staff who are supervising outdoor play and ask them to use the outdoor play route through the rear of the playground.

Route B – This route consists of exiting through the rear door, out through the outdoor play area to the rear of the playground.

Fire Warning System

As soon as anyone discovers a fire, or is aware of any threat, e.g. suspicious package, terrorist attack warning etc., the fire alarm should be activated by turning the Fire Alarm bell located by the hatch in the classroom.

The audible alarm must be acted upon immediately by all staff.

Fire drills will be carried out every half term. The Designated Fire Officer, who is responsible for overall fire safety, will formally record the results of fire drills. In their absence the next person in charge – Deputy Designated Fire Officer will do this.

Smoke alarms are fitted throughout the premises and the Designated Fire Officer will test the smoke alarms weekly, recording the results.

Fire Fighting Equipment

Fire extinguishers are installed at key locations around the building and are maintained in efficient operating condition. An attempt should only be made to tackle a fire after the building has been evacuated and only if it is safe to do so. No member of staff should place himself or herself in any danger. Operating instructions are printed on each extinguisher and should be read carefully before use.

Responsibilities

Every member of staff has responsibility for ensuring that all children are evacuated at the time the alarm is raised.

A "999" call will be made by the Pre-school Headteacher or Designated Fire Officer, or in their absence, the next officer in charge. They will also be responsible for checking both the children's and adults' toilets to ensure that no-one is left behind. The Designated Fire Officer/Designated Fire Deputy or Pre-school headteacher will be responsible for checking the staff room and toilets before picking up the signing in sheets and Visitors book on the way out.

A 'head count' will take place once all the children and adults reach the assembly point.

The pre-school headteacher will be responsible for ensuring that all staff and visitors are accounted for.

All personnel must ensure that their workplace is maintained in a clean and tidy condition, free of combustible waste materials. All waste bins are to be emptied at the end of each working day.

Fire Safety Training

All personnel will receive relevant fire safety instructions during the induction period and at regular intervals, including:

- Fire risk areas
- Fire avoidance measures
- Fire detection, alarm & evacuation drills
- Operating fire-fighting equipment