

Old Basing Village Nursery School  
(Beddington Centre)



## Emergency Evacuation Policy

	Date	Date	Date
Revision History			

### EYFS Requirements:

*From 3.76.Providers must hold the following documentation: ...a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person*

### Policy Statement:

We ensure the highest possible standard of fire precautions are in place. Directors are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant. A Fire Safety Log Book is used to record the findings of risk assessment, any actions taken or incidents that have occurred and our fire drills. Downloadable Fire Safety Log Books are widely available free of charge on line. We ensure our policy is in line with the procedures specific to our building, making reasonable adjustments as required

### Procedures:

#### Fire safety risk assessment

- The basis of fire safety is risk assessment, carried out by a 'competent person'. The manager has received training in fire safety sufficient to be competent to carry out the risk assessment; this will [be written where there are more than five staff and will follow the Government guidance Fire Safety Risk Assessment - Educational Premises (HMG 2006).
- Our own fire safety risk assessment focuses on the following for each area of the setting: Electrical plugs, wires and sockets. Electrical items. Gas boilers, Cookers. Matches. Flammable materials – including furniture, furnishings, paper etc. Flammable chemicals. Means of escape. Anything else identified. Where we rent premises, we will ensure that we have a copy of the fire safety risk assessment carried out by the village hall committee and we communicate with them any concerns raised from our own risk assessment..

#### Fire safety precautions taken (in partnership with the village hall committee)

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We ensure all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.

- Our emergency evacuation procedures are approved by the Fire Safety Officer and are clearly displayed in the premises; explained to new members of staff, volunteers and parents; and practised regularly, at least once every half term to enable the children to become familiar with the sound of the alarm. Records are kept of fire drills and of the servicing of fire safety equipment.

#### Emergency evacuation procedure

Take:

- Register
- Contact numbers
- Mobile phone
- First Aid Box

#### How children are led from the building to the assembly point

- Evacuate the children using the safest and nearest fire exit available (Any non-walkers will be carried to safety) to meet at the designated assembly point. The assembly point is at the end of the rear garden where there is a gate to leave the site if necessary.
- In most instances of evacuation and certainly if the site is unsafe to a degree where the assembly point is unsafe or the evacuation is unrelated to fire (gas leak or other airborne hazards/intruder etc) or upon the advice of emergency services, then staff will escort children the short distance to our other site at Old Basing Village Hall. The route taken would be through Oliver's battery and the recreational ground thus avoiding roads.

#### How children will be accounted for and who by

- The children will line up at the assembly point. The manager (deputy in their absence) will call the register (to include the staff). The Deputy (another nominated member of staff in her absence) will do a physical headcount of the line to ensure that the total number of children is accounted for and that they match the register total.

#### How long it takes to get the children out safely

- We will aim to evacuate the building in under 2 minutes or sooner if we are able to do this safely in less time. The manager or (deputy in her absence) will call the emergency services once everybody is safely out of the building. The manager and fire marshals will delegate roles and responsibilities in the event of a fire, using their best judgement to deal with the situation at hand.

#### How parents are contacted

- Parents' contact numbers are stored on Family (nursery management app) and are regularly checked and updated if necessary. This information will be taken from the building by the manager (or deputy in her absence if it is safe to do so) and used to contact the parents. The manager (or deputy in her absence) will call parents using an OBVNS mobile. As a backup, there is a hard copy of these contact details. Comfort and reassurance will be given to the children. We will follow

the instructions of the Emergency Services. We will not return to the building until the Emergency Services have declared it safe to do so.

### Fire Marshalls

- Two members of staff are trained fire Marshals. Their training course raises awareness of the dangers associated with fire and the practical steps that can be taken to minimise and control the risks that fire presents. The course covers the main hazards, applicable legislation, risk assessment, risk reduction measures and key responsibilities of the Fire Warden / Fire Marshal.
- The Fire Marshal's overriding priority in the case of a fire would be the safe evacuation of all the children, staff and visitors from the premises. While they have received appropriate training to do so, they would only consider tackling a fire themselves in the ignition stage, if someone else was present and if the correct equipment was easily to hand (for example, using a fire blanket to put out a small fire caused by something catching alight on the gas hob or using the correct fire extinguisher to douse a smoking plug).

### Fire drills

- We hold fire drills every half term and record the following information about each fire drill in the Fire Safety Log Book:
  - o The date and time of the drill
  - o Number of adults and children involved
  - o How long it took to evacuate
  - o Whether there were any problems that delayed evacuation
  - o Any further action taken to improve the drill procedure