

Response Procedure NO 2 – Emergency evacuation

1. PREPARATION

The fire response procedure requires the following actions to be completed on a daily basis.

- The Pre-school mobile phone will be kept next to the register on the kitchen worktop.
- All staff will be signed in on arrival
- One member of staff signs each child in as they arrive
- Visitors will sign register and guest log
- If a child leaves early, their departure is entered in the register

There will be regular practice of the fire drill to ensure both staff and the children are well prepared. These will be carried out at least once per term and recorded in the diary. It is also important that the children are taught about the dangers of fire and how to react (Stop, drop and roll). Age appropriate activities and stories will be included in our curriculum.

2. FIRE DETECTION

Fire is detected in different ways:

- Fixed fire detection system present in the main building, the extension and annexes e.g. store room and boiler room
- Other members of staff or children shouting “Fire!”
- Yourself, finding fire and raising the warning

3. RESPONSE

- a. Upon hearing the fire alarm signal, the Supervisor will assess the situation and determine the best exit.
- b. The Supervisor will collect the preschool phone/register/guest book.
- c. Staff members will immediately lead all the children in their care to the nearest available exit.
- d. Staff members will open the exit (s) and help the children evacuate. Children on the patio will be led down ramp at front of the building and meet up with group exiting building.
- e. Staff members not supervising children will check the kitchen, gents and ladies toilet areas and the extension rooms and on finding any children, will lead them to the nearest available exit.
- f. Staff member will collect the fire extinguisher and use to aid evacuation (if required).
- g. The group will gather at the far corner of the car park.

- h. The Supervisor will conduct a headcount; if this headcount identifies a missing child or adult, available staff members (not engaged in safeguarding the evacuated children) will return to find them (if at all possible).
- i. The emergency services are contacted:
 - Ring 999 and request the fire service (and Ambulance service if required)
 - Give the Pavilion postcode “**S32 2JN**”
 - Confirm if all the adults and children are safe.
- j. Grindleford Primary School has offered the use of a room for children while we wait for parents to collect. Staff to escort children to site and stay with them until collected.
- k. Notify the Chair and ask them to assist in contacting the parents to request that the children are collected early.

Supervisor refers to the person leading the session at the time of the evacuation.

This procedure was adopted at a meeting of Grindleford and Eyam Playgroup

Held on:

Date to be reviewed:

Signed on behalf of the committee:

Name of signatory:

Role of signatory:

All staff, volunteers and committee members will sign to indicate they have read, understood and agreed with the above policy.