



Emergency Evacuation Procedure

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

Each staff member must ensure that:

- ☐ all fire exit doors are unlocked and kept free of any obstruction
- ☐ all corridors and doorways 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 phone is available and charged at all times
- ☐ they understand their allocated specific tasks in an emergency
- ☐ they have received the basic fire safety training given to all staff
- ☐ they are familiar with the Emergency Evacuation drill

Emergency evacuation and lockdown drills should be carried out monthly and will initially be carried out when a new intake of children are settled. All children that attend the setting must partake in an evacuation drill. This may require several drills to be conducted each month. Drills in diary and are rotated on days of the week and morning/afternoon.

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

- ☐ stay calm
- ☐ sound the alarm
- ☐ walk do not run
- ☐ the setting staff will lead the children to the evacuation assembly point picking up the registers, setting mobile phone, emergency contact details for children and staff

- ☐ the assembly point is Kingshill School hardstanding or rear gate
- ☐ the registers will be called
- ☐ the staff will check the premises, including the toilets and close the doors (if possible) when confident that there are no people left inside
- ☐ call 999 giving clear details of the situation to the emergency services (including number of children, staff, visitors and possible impact)

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. Records will be kept of children's participation in drills.

Policy Date:

Review Date:

Signed: