



## **Nursery Fire Evacuation Plan**

The Fire Response Team comprises the Evacuation Co-ordinator (Laura Chan) or Deputy Evacuation Co-ordinator (Charlotte Thornley) assisted by the rest of the staff.

When the fire alarm is activated staff will:

- Escort children from the building via the nearest available safe route to the designated Fire Assembly Point which is the grass area opposite the nursery.
- Check that doors and windows are closed if there is time to do so safely.
- Report to the Evacuation Co-ordinator with any evidence of or the location of the fire.
- Report any problems with the evacuation to the Evacuation Co-ordinator.

Staff and/or children with disabilities will be evacuated in accordance with their PEEP.

### **Staff**

Will ensure the class/group they are teaching at the time leaves the building without running and assembles at the Designated Fire Assembly Point, taking the electronic register with them.

Children and staff will be checked against the day's register to determine any missing person. Any missing person must be reported to the Evacuation Co-ordinator.

In both units staff will evacuate the babies and non-walkers into the Reception area and place into the fire cot/s to be pushed to the Fire Assembly Point.

### **Abby Kirsop / Charlotte Thornley (Mondays)**

Check both rooms, sleep room, nappy room and kitchen to make sure that all babies and staff are out of the Nursery. Close windows and doors if safe to do so. Assist with the movement of babies to the Fire Assembly Point

### **Evacuation co-ordinator**

Will receive information regarding missing people, alert the main office and estate manager if the fire service is required and provide them with information as is necessary. They will also check that no visitors were present in the building and assess whether evacuees need to be moved to a further place of safety.

**Date** : September 2024

**Review Date** : September 2025