



## **Emergency Evacuation Policy (Fire)**

At Kingfisher Preschool we ensure that our premises no risk of fire by ensuring the highest possible standard of fire precautions. The supervisor and staff are familiar with the current legal requirements.

The basis of fire safety is risk assessed. This is carried out by the Supervisor.

The setting has access to the fire safety risk assessment that applies to the building that has been carried out by the church or its representatives. Kingfisher Preschool will contribute to these reviews.

Fire doors are clearly marked and are never obstructed. They open easily from the inside.

Smoke detectors, alarms and firefighting appliances conform to BSEN standards.

The smoke alarms are tested by a representative of the church.

The fire extinguisher was last tested in: **December 2015**. It is due to be retested in: **December 2016**. The church have been reminded that they are over their renewal date (February 2017)

The location of the fire extinguishers are:

- Co2 – **Next to the kitchen door**
- Water – **Next to the main door to the hall**
- Water – **Next to the fire door to the right at the back of the church**
- Water x2 – **Upstairs at the top of the stairs**
- Co2 – **Upstairs at the top of the stairs**

The location of a fire blanket is:

- **In the kitchen to the left of the cooker**

Our **Emergency Evacuation** procedures are clearly displayed in the setting. They are clearly explained to new members of staff, students, volunteers and visitors.

Emergency evacuations are practiced with the children and staff once every half term. This is increased at any point during the year if there are a significant number of new children attending the setting. Copies of the Emergency Evacuation Review are kept in the **Risk Assessment** folder. All staff that were present initial the review. The manager checks and reflections on the review.

## Emergency Evacuation Procedure

Every member of staff must ensure they are wearing their waist bag at all times during the session, holding keys, preschool phone and gloves. They must also ensure they know their role and responsibilities in accordance to this policy and procedure. At the beginning of each session they must know how many children and adults are attending the session.

Carry out the following fire and evacuation procedure;

1. Fire alarm or bell is rung. Indicate all children and staff need to evacuate the building through the fire exit in the top left hand corner of the hall.
2. The staff member in charge to collect the evacuation bucket.
3. Children then are led to walk calmly through the outside area and congregate by the outdoor gate to the left of the outside area.
4. The first member of staff to the gate is to wait there calmly encouraging the children to wait in a line until all children are there.
5. Complete a head count.
6. The adult inside to do a sweep of the hall starting from the front door, including toilets, upstairs, kitchen, under tables, under chairs and any covered area. Any children found are led through the fire exit to the line up at the gate.
7. The adult outside completes a second head count to include all children and adults.
8. A senior member of staff stands at the entrance way to the drive way to not let any cars enter the car park. They are to dial 999 and stay there until the emergency services arrive. When they are permitted to leave by the emergency services they can join the rest of the preschool at Bohunt School.
9. The children are then led by the Supervisor to the gate in the car park bordering Bohunt School.
10. Supervisor to take register whilst 2<sup>nd</sup> member of staff completes another headcount.
11. The Supervisor rings Bohunt School (01903 601361) to come and open the gate and escort us through the school premises to a safe location.
12. The Supervisor will complete another head count.
13. The Supervisor rings parents from the safe location in the school to come and collect their children from there.

14. In the event of a practice emergency evacuation, after lining up by the gate into Bohunt School, the children will be led back to the setting.

**Evacuation Bucket Contents:**

- Register with emergency contact details
- First aid kit
- Adult high visibility jackets
- Childs orange high visibility jackets
- 5 crocodile walking clips
- Accident folder

**Date:** 19<sup>th</sup> January 2017

**Signed:**

**Kingfisher Preschool Manager**

**Review Date:** January 2018

**Staff Signatures:**

**I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.**

PRINTED NAME	POSITION	SIGNATURE	DATE
