



# Fire Safety and Emergency Evacuation

Reviewed Date: January 2024

Bidborough Village Nursery School is committed to ensuring the safety of children, staff, and visitors in the event of a fire or any emergency. This policy outlines the steps taken to prevent fire risks and the procedure for an emergency evacuation.

## Fire Prevention Measures

- **Fire Exit Doors:** Clearly marked, never obstructed, and easily opened from the inside.
- **Smoke Detectors and Firefighting Appliances:** Conform to BSEN standards, installed in high-risk areas, and regularly checked as per manufacturer specifications.
- **Fire Drills:** Conducted at least once every six weeks, with records maintained of drills and the servicing of fire safety equipment.
- **Evacuation Routes:** Identified, clear, and accessible at all times, with daily checks to ensure no obstructions.

## Staff Training

- All staff are trained in fire safety and emergency procedures, ensuring they understand their roles and responsibilities.

## Emergency Evacuation Procedure

All Staff Members

Upon hearing the fire alarm:

1. Calmly gather all children.
2. Issue clear instructions, ensuring younger children are carried to safety.
3. Leave belongings behind.
4. Conduct a visual check to ensure no one is left in the area.
5. Evacuate through the nearest safe exit.
6. Perform a headcount once outside and report any missing individuals to the manager.
7. Stay outside until further instructions are given by the manager.

Manager's Responsibilities

- Take the register, visitors' book, and contact information during evacuation.

- Conduct a final sweep of the building to check for individuals left behind.
- Ensure the fire brigade has been alerted.
- Remain outside and prevent re-entry until the fire authority has declared it safe to return.
- During drills, monitor and record the time taken to evacuate the premises to improve efficiency.

## **Post-Evacuation**

- Review the evacuation process to identify and implement improvements.
- Provide support and reassurance to children, staff, and visitors affected by the evacuation.

This policy ensures a structured response to fire emergencies, prioritizing the safety and well-being of all individuals in our care.