



EVACUATION POLICY

Brockham Green Nursery staff will ensure that all children are evacuated quickly and safely to the appointed meeting area.

1. **Safety Officer** gives one continuous blow of the whistle and directs staff and children to the safest exit.
2. **Supervisor** collects the evacuation bag which has the nursery telephone, register and admissions file in it. **Safety Officer** collects door register and then proceeds to and stands at the exit.
3. As children proceed towards exit, staff link children's hands in two's and in one line. At no time should this delay the time it takes to move towards the exit.
4. One member of staff checks exit path is clear then **Safety Officer** leads children to appointed meeting area:- **either: Anthony West House front car park, furthest point from the Nursery if leaving by the fire exit, or the war memorial in the Church gardens if leaving by main doors.**
5. Dial 999 and specify what the cause is
6. **Supervisor** checks the kitchen whilst one member of staff checks toilets and storeroom.
7. One member of staff takes position at the driveway entrance to Anthony West House *or* gate to Church gardens.
8. **Supervisor** carries out head count whilst **Safety Officer** calls the register.
9. **Safety Officer** and **Supervisor** make an assessment whether to continue evacuation or return to the Church Hall. If the decision is to return, the **Safety Officer** gives the instruction to return to the Church Hall with the children still walking in line in two's. If the decision is to continue with the evacuation the **Supervisor** will telephone Brockham School (01737 843384) to inform them of the arrival of children and staff.
10. The children stay in two's in line and proceed to the School Hall.
11. **Supervisor** carries out head count whilst **Safety Officer** calls the register.
12. Staff will ring parents/helpers to inform of new collection point.

- In the event of an evacuation, the staff will take prompt and appropriate action which will allow adults and children leaving the building safely.
- Staff will ensure that the doorways and fire exits are free of obstructions.
- If a child has a disability which may affect his or her ability to evacuate a building unaided with the other children, then a personal emergency evacuation procedure would be drawn up. This procedure would be specific to the individual's needs and abilities.
- Evacuation risk assessments are carried out regularly; these are amended as necessary when circumstances require it. These assessments are reviewed on a regular basis.
- After an evacuation has taken place and children have been safely collected, the Safety Officer will record the evacuation in the evacuation book in the policy file.
- Evacuation drills are carried out regularly then recorded, monitored and reviewed.

Safety Officers –

Emma Robinson on Monday, Tuesday, Wednesday, Thursday and Friday

Useful information and websites

HM Government – www.fireservice.co.uk
www.fire.gov.uk/workplace+safety

www.fire.org.uk/home.htm

5 Steps to fire risk assessment document: www.firesafety.communities.gov.uk
 Regulatory Reform (Fire Safety) Order 2005
www.communities.gov.uk/publications/fire/regulatoryreformfire

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