



ROMPERS PRIVATE NURSERY

FIRE EVACUATION POLICY

Policy Statement:

At Rompers the safety and well-being of all children and staff is paramount. In the case of a fire within the building the following procedure will fall into place.

Aims of this Policy:

- To ensure all children, staff and visitors at Rompers are safe
- To ensure staff and management are clearly aware of the fire evacuation procedure

Procedures:

- Once the fire alarm has been raised, all staff will evacuate children via the nearest fire exits, if the fire alarm is raised and staff are aware of this being planned, children and staff are to leave through the following exit,
 - Toddlers and Babies will use the front exit
 - Pre-school will use the rear exit
 - Any additional members of staff are to assist Baby or Toddler room
- On the alarm being raised the manager on the day will call 999
- A member of staff in each room will collect the room register with the register for the day and emergency contact list
 - Pre-school senior must ensure to check the Pre-school toilets
 - The first member of staff out of the Pre-school room will collect the evacuation bags which contain a supply of nappies, wipes and spare clothes, first aid and the emergency contact sheets. This bag is located at the rear of the fire exit
 - The nursery cook, office assistant or manager will collect the fire evacuation cot which is located at the rear fire exit
- The manager on the day will ensure that the staff toilet, kitchen and staff room are empty and will collect their mobile phone so that emergency calls can be made for collecting children
- All staff and children will gather at the assembly point in the car park area
- A register will be called for each room to ensure that all children are present, management will head count staff
- Staff and children will then make their way along to the emergency accommodation at the Caledonian Golf Club. If closed accommodation will be granted at the Royal Montrose Gold Club
- Once at the accommodation staff will ensure all children are settled and reassured while the management team make arrangements for the children to be collected

- Once parents/carers or emergency contacts have been contacted, management will be sure to sign each child out so we can be sure that everyone is away safely

Monitoring:

- This policy will be reviewed annually
- Any changes throughout the year will be made and adjusted
- All emergency contact sheets will be updated three monthly, in February, May, August and December.

Parents will be asked to sign when registering at Rompers to say that they have been fully informed that this policy is available in the parent policy folder in the cloakroom and available to view online at the nursery website.