

## 12 Fire Evacuation Procedure Including bomb and terrorist alert

**Nominated Fire Officer:** Cathy White (Manager). Deputy warden Natasha King

### **In the event of a fire/fire drill**

- The manager/office manager (or person acting in their absence) will collect the staff register and visitor signing in book, evacuation bag and emergency mobile phone (07745244146), keys to building and contact details of all children. Manager/office manager will check staff toilets and office area.
  - Staff will escort the children QUICKLY and CALMLY out of the building using the nearest and safest exit. Preschool through doors in their room, babies will use the **safest exit**. Babies will be escorted out of the building using evacuation cots.
  - Room seniors will check their rooms, toilet area, laundry room and cloak rooms without putting anyone at risk and collect their registers & emergency bag. They will then exit the building closing doors behind them. A head count will be conducted as the children exit the external doors.
  - If Babies and Staff have evacuated via the main entrance door the room leader/office manager should get the attention of other outside evacuated staff to open the gate into the playground primary safe place.
  - Staff will then gather themselves and children in the nursery playground at the primary safe place sign and wait until they are told that the building is safe to access again.
  - Room seniors or deputies will take registers to ensure all their children are accounted for. The manager, office manager or deputy will take the staff register and visitor book to ensure that everyone is accounted for.
  - If the fire risk is close and the Primary safe place is deemed too close everyone must make their way to the secondary safe place and the registers taken again. The secondary safe place is on the pavement near the astro turf.
  - Room seniors or deputies will take registers to ensure all their children are accounted for. The manager, office manager or deputy will take the staff register and visitor book to ensure that everyone is accounted for.
  - 1610 can be used for shelter in extreme weather conditions.
  - Regular fire drills are carried out in line with the Thomas Hardy School drills directed by the health and safety officer at the Thomas Hardy School Karen Aldridge. Extra drills will also be conducted by the setting manager.
  - Regular fire risk assessments will be undertaken to assess any action that needs to be put in place for the summertime nursery.
  - All visitors to the nursery will be shown the fire exits and be made aware of the procedure which will be displayed in the entrance and a copy placed in the visitor book. They will also need to sign in.
  - Records of Fire drills will be kept on file for each room with the names of staff, students and children present on that day.
  - **DO NOT STOP TO COLLECT PERSONAL BELONGINGS**
  - **DO NOT RE ENTER THE BUILDING UNTIL YOU HAVE BEEN TOLD IT IS SAFE TO DO SO BY EITHER THE FIRE BRIGADE OR THE MANAGER**
  - **THE MANAGER WILL ALERT THE SCHOOL FIRE WARDEN Ian Grieve 07922155975 or FIRE BRIGADE.**
  - **IT IS THE RESPONSIBILITY OF ALL STAFF, STUDENTS AND VOLUNTEERS TO KNOW THEIR ROLES AND RESPONSIBILITIES AND REPORT ANY CONCERNS TO THE FIRE OFFICER (MANAGER) IMMEDIATELY**
- Out of Hours Fire Warden Ian Grieve 07922155975**

Cathy White Manager November 2021

### **In the event of a terrorist attack or bomb alert:**

- **Preschool room** -Stay calm, Stay Inside the building, shut doors, sit in toilet room area or lie on floor out of sight from windows, wait for help.
- **Office** - Stay calm, Stay Inside the building, shut doors, call 999 on land line, sit under desk, wait for help.
- **Baby Room** - stay calm, Stay Inside the building, shut doors, sit quietly in cot room area, and wait for help.

Cathy White  
Manager  
November 2021

### **Fire Evacuation Procedures for Outside**

**Nominated Fire Officer:** Cathy White (Manager)

#### **In the event of Fire/fire drill or bomb alert**

- Staff outside will not re-enter the building with the children.
- Staff will then gather themselves and children in the nursery playground at the primary safe place sign and wait until they are told that the building is safe to access again .
- Staff still inside the building will escort the children through the preschool door or main exit and join the others
- If the fire risk is close and the Primary safe place is deemed too close everyone must make their way to the secondary safe place and the registers taken again. The secondary safe place is on the pavement near the astro turf.
- An inside member/s of staff must collect the preschool and baby room register & evacuation bags and an evacuation cot, check the classrooms, toilets and kitchen areas are empty and get out the building closing doors behind them..
- The manger or senior member of staff in the office will check the toilet, collect the evacuation bag, including contact details, staff register and visitors book.
- Seniors will take their registers and the manager or deputy will take the staff register and visitor book to ensure that everyone is accounted for.
- Staff will wait until told that the building is safe before returning to the nursery building

**In the event of a terrorist alert calmly and quickly get all children inside the building and lock the doors.**

Extinguishers checked and serviced yearly by 'Churches Fire'. Extinguishers located in main entrance, baby room, kitchen and preschool.

Fire blanket in kitchen. Alarms located in the entrance hall and preschool room and serviced in line with the Thomas Hardye School Alarm system.

Cathy White  
Manager  
November 2021