



12 Fire Evacuation Procedure

Including bomb threat and a terrorist/perpetrator alert on site

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

In the event of a fire/fire drill or bomb threat

- Any member of staff noticing a fire must activate the main fire alarm. By using the nearest break glass alarm point
- The manager/office manager (or person acting in their absence) will collect
 - (1) School emergency walkie Talkie
 - (2) Emergency phone (07745244146) ,
 - (3) staff register
 - (4) Evacuation bag (Containing keys to the building, first aid, hi vis jackets, contact list)
 - (5) visitors signing in book
- 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 iPads/register & 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 will take registers to ensure all their children are accounted for. Everyone will wait outside until they are told that the building is safe to access again. if a bomb threat -once all children and staff are accounted for everyone should move together towards the Rugby field away from any blast zone.
- 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 or grass inside the school site and the registers taken again.
- 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. 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 into the visitors book .
- Records of Fire drills will be kept on file in the office.
- **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 using the School Emergency Walkie Talkie**
- **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/ on call caretaker 07802196905

Cathy White Manager March 2025



In the event of a terrorist/perpetrator alert on site

- **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
March 2025



Fire Evacuation Procedures for children playing Outside

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.
- Staff still inside the building will escort the children outside through the preschool door or main exit to join the other children.
- An inside member/s of staff must collect the preschool and baby iPad/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..
- If the fire risk is close and the Primary safe place is deemed unsafe everyone must make their way to the secondary safe place. The secondary safe place is on the pavement near the astro turf or grass inside the school site and the registers taken again
- 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/perpetrator alert on site 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 Hardy School Alarm system.

Cathy White
Manager
March 2025