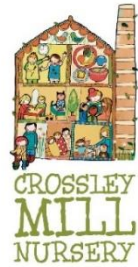


Emergency Evacuation Procedure – Fire & Emergency



Fire Wardens

Ground Floor – Jessica Cracknell (Nursery Manager)

1st Floor – Sarah Sykes (Deputy Manager) / Olivia McArdle (3rd in Charge)

Registered Minder - Sarah Sykes (Deputy Manager)

Stage 1

In the event of a FIRE or other emergency- **Alarm** - Activate the nearest fire alarm (any staff member)
Immediately after the fire alarm is heard a Fire Warden must call 999 (or 112) to the fire service.

Stage 2

On hearing the alarm all rooms to evacuate the building by the nearest exit. All fire exits are clearly marked follow the signs.

Do **NOT** waste time gathering personal belongings. **TRY TO ACT CALMLY**. Do **NOT** use the lift.

On leaving the building make your way to the **Nursery Assembly Point**:

BETWEEN THE TWO GATES IN THE OUTSIDE PLAY AREA – (BOTTOM YARD)

All staff (including Kitchen and Office Staff) to assist with evacuation of children (Fire Wardens to direct appropriately).

Inform parents / carers on the premises during an evacuation, that they must proceed to the Nursery Assembly Point ***and not leave with their child until the register has been taken***

Leave as quickly as possible so that the Fire Wardens will know you are out of the building. Do NOT re-enter the building until told to do so by a Fire Brigade Officer or unless authorised by a Fire Warden

Do **NOT** attempt to extinguish anything other than a small fire by use of an extinguisher or hose-you may endanger your own life

ONLY if it appears safe to do so:

- Before leaving the building, close doors and windows to prevent the spread of fire
- Fire Wardens for each floor to check that all nursery children, staff and members of the public are out of the building (including toilet / bathrooms, office and kitchen areas) and inform the member of the Management Team in charge of the daily register.
- After leaving the building, all staff and visitors to report to the Management Team in charge of the register at the Nursery Assembly Point.
- Anyone knowing or believing that someone may be trapped in the building should report this to a Fire Warden or to a Fire Brigade Officer immediately.

Management to complete registration of all children staff and visitors.

Stage 3

Proceed to the **External Evacuation Point** location:

Unit 1, Croft Mill, Albert Street, Hebden Bridge HX7 8AH (Holiday Club site)

Children, staff and visitors to leave the Nursery Assembly Point (side garden entrance) and make their way to Croft Mill via the first set of traffic lights on New Road, and the second set of traffic lights on Albert Street.

Staff to remain vigilant when crossing roads to ensure safety at all times.

Stage 4

- Once arrived at the **External Evacuation Point**, parents / carers to be contacted via phone call / text message / email to advise them of the situation and be request them to make arrangements to pick up their children from **External Evacuation Point**.
- Staff to remain with the children until ALL children have been collected.