



Danbury Pre-Schools

Registered Charity no: 1111808
Accredited PSLA membership no: 10584 DFES/Ofsted nos: 520349/581607

Tel: 0845 643 0076



Website: <http://www.danburypreschools.org.uk>

EVACUATION PROCEDURES POLICY - IN THE EVENT OF FIRE OR OTHER EMERGENCY

Statement of intent

The pre-school will follow the procedures below for evacuating the building in the event of an emergency, in a way that ensures that all children are safely led away from the building and adults do not take any undue risks. THE SAFETY OF THE CHILDREN AND ADULTS IN THE PRE-SCHOOL IS OF PARAMOUNT IMPORTANCE AT ALL TIMES.

Aims

Our aims are:

- No child or adult will take unnecessary personal risks
- Staff fully understand the required procedures and understand their role
- Staff will follow day-to-day procedures to reduce the risk of fire
- We will follow the advice that the fire brigade, police and our local health and safety officer gives

Methods

- We will follow the advice of the fire brigade on any matters arising from their visits, including discussing with the United Reformed Church and Danbury Community Centre on matters outside of our control
- We will have a fire procedure on the wall
- We will have a fire drill in each half term, and a record will be made.
- The supervisor or designated fire officer in each pre-school will allocate roles in the event of an emergency.
- We will ensure all staff receive training on fire procedures .

- We will perform a formal risk management assessment at least once a year, and will monitor risks each day.
- We will keep registers of children, staff and visitors to the pre-school for each session.

In the event of a fire or other emergency occurring a member of staff will sound a whistle immediately to alert everyone and gain their attention. At First Friends a member of staff will ensure the fire alarm is sounded in the event of a fire. The evacuation procedure below will be followed:

- A member of staff will telephone the fire brigade on 999 and give the appropriate details.
- We will use the nearest available exit. In the event of an evacuation the assembly point is:

Busy Bees

by the car park before going to St Johns School. When practicing the assembly point will be by the car park.

First Friends

in the childrens' play area. When practicing the assembly point will be the patio area.

- The evacuation will start immediately and people should not try to collect bags and other personal possessions.
- For safe evacuation the following will happen at each pre-school:

Busy Bees

The supervisor and two remaining staff will take the children out of the building by the safest means possible. The assistant supervisor will collect the register, visitors' book, phone and contact details for all and take them to the assembly point and will also check for anyone in the story room, hallway, etc. upon leaving. The snack bar staff will check the far end of the hall before leaving the building themselves from the safest exit.

First Friends

The supervisor and three remaining staff will take the children out of the building by the safest means possible. The assistant supervisor will collect the register, visitors' book, phone and contact details for all and take them to the assembly point and will also check for anyone in the store cupboard upon leaving.

- At the assembly point, a headcount will take place to establish if anyone is missing. If it is believed someone is missing the registers will be called and checked for any unaccounted adults or children, and the fire brigade or police will be told of any missing people. Nobody will be permitted to return to the building until the all clear is given by the fire brigade or police.

For fire/evacuation drills, the above procedure will be followed except that the Supervisor will give the all clear.

This policy was adopted at a meeting of Danbury Pre-Schools

Held on (date)	24th November 2008
Date of next review	November 2009
Signed on behalf of the Pre-Schools	Wendy Dunston
Role of Signatory	Chair