

Emergency Evacuation Procedure

Please ensure all staff and students are familiar with this document

When the alarm sounds this is the signal to evacuate the building immediately by the designated route in an orderly and controlled manner.

Windows should be shut, and doors closed on departure.

1. Remain calm and reassure the children
2. Prepare to leave the nursery in an orderly manner, ensuring all children are with an adult, checking:-
office, store cupboard, toilets, nappy changing area, kitchenettes, sleep room and all areas of the nursery classrooms.
3. Practitioners to collect registers as they leave when directed by a senior member of staff.
4. Ensure sufficient support with babies and non-mobile. Evacuation cot to be used, holding up to 6 babies. Staff to ensure they avoid carrying 2 children where possible, encourage mobile children to walk.
5. Leave building by nearest external door out into gardens and through gate to KS2 playground. Staff register to be collected, evacuation bag and gate key.
6. Wait at the designated muster point on KS2 playground.
7. Continue to reassure children whilst registers are taken. (Both adult and child)
8. Tina Page is the 'sweep Fire Marshal' and Holly Smith will step up in the absence of Tina Page.
9. After sweep is complete, sweep fire marshal to report to the assembly point co-ordinator before returning to the designated assembly point.
10. Wait for the instruction for you to return to the nursery.

It is paramount all children, staff and visitors are signed in and out accordingly.

This policy was reviewed at a meeting of the Welbourne Academy Nursery Management Group

Held on 12.10.23

Signed on behalf of the nursery T.Page