



07. Emergency Policy

Evacuation of Premises Procedure

Aims of Policy

This policy aims to outline the evacuation of premises procedure for emergency scenarios.

Procedure

- In a fire or smoke emergency, the person in charge of Pre-School will activate (or this will automatically sound) the wall-mounted fire alarm for a fire (in other circumstances the Pre-School emergency bell will be rung) and issue instructions to staff, children and visitors. For any other emergency, the large bell located on the shelf will be rung.
- When the emergency alarm sounds everyone must stop what they are doing, stand still and listen to instructions from the person in charge.
- The person in charge will collect the first aid kit, the register, children's medication, telephone and emergency register file.
- The person in charge will call the school, circumstances permitting, to inform them of the situation.
- One or two members of staff will be directed by the person in charge to assemble the children and visitors at the fire/back door or lobby door of the John Orme Room.
- The person in charge will check the kitchen, staff cupboard, office and children's toilets and evacuate these areas. They will also check the Jubilee Hall.
- The person in charge will take a quick head count and check this tallies with the register.
- Do not stop to collect personal belongings but on the instructions of the person in charge, walk quietly and quickly from the building in single file. A member of staff will always head and tail the queue.
- In the event of a fire, shut all doors after the final person is evacuated. Care must be taken to ensure the room is empty before shutting the doors. If a false alarm is suspected, one person is to return and check the control panel.
- Assemble in the Pre-School playground or car park (depending on the instructions from the person in charge) and stand as far away as possible from the building.
- The person in charge will take a final head count and check the register.
- Always tell a member of staff if you leave the building for any reason and inform the person in charge if a child leaves early. The register and wall notice should be amended accordingly.
- A fire drill will be carried out every half term.

N.B. The person in charge will usually be the Pre-School Manager, but in their absence, it will be the Deputy Manager/Assistant Deputy Manager or Senior Key Person.

Parents, guardians, staff, volunteers and visitors who use the car park should park in such a way that allows clear access to the emergency services and should reverse park into spaces for safety.

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment

will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) _____

Signed on behalf of Seer Green Pre-School (Chairperson) _____

This policy was reviewed as indicated below:

2006 created

2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required

July-Nov 2017 reviewed and updated

June-July 2018 reviewed and updated

May 2019 reviewed and updated

June 2020 reviewed

June 2021 reviewed

July 2022 reviewed

June 2023 reviewed

September 2024 reviewed and updated

UNCRC related article:

Number 6

Every child has the right to life. Governments must do all they can to make sure that children survive and develop to their full potential.