



## ROMPERS PRIVATE NURSERY FIRE EVACUATION POLICY



### Policy Statement:

At Rompers the safety and well-being of all children and staff is paramount. In the case of a fire within the building the following procedure will fall into place.

### UNCRC Articles: 3

### Aims of this Policy:

- To ensure all children, staff and visitors at Rompers are safe
- To ensure staff and management are clearly aware of the fire evacuation procedure

### Procedures:

- Once the fire alarm has been raised, all staff will evacuate children via the nearest fire exits, if the fire alarm is raised and staff are aware of this being planned, children and staff are to leave through the following exit,
  - Babies will use the front exit
  - Toddlers will use their own door
  - Pre-school will use the rear exit
  - Any additional members of staff are to assist Baby or Toddler room
- On the alarm being raised the manager on the day will call 999
- A member of staff in each room will collect the room iPad, Nursery landline phone, paper register.
  - Pre-school team leader must ensure to check the Pre-school toilets and all areas of the room
  - The first member of staff out of the Pre-school room will collect the evacuation bags from the resource shed which contain a supply of nappies, wipes and spare clothes and first aid.
  - The nursery cook, office administrator or manager support the nearest room
- The manager on the day will ensure that the staff toilet, kitchen and staff room are empty and will collect their mobile phone so that emergency calls can be made for collecting children
- All staff and children will gather at the assembly point in the car park area
- A register will be called for each room to ensure that all children are present, management will head count staff
- Staff and children will then make their way along to the emergency accommodation at the Caledonian Golf Club. If closed accommodation will be granted at the Royal Montrose Golf Club.

- Once at the accommodation staff will ensure all children are settled and reassured while the management team make arrangements for the children to be collected
- Once parents/carers or emergency contacts have been contacted, management will be sure to sign each child out so we can be sure that everyone is away safely
- At Rompers we practise fire drills every three months, so all the staff are aware and are refreshed. This ensures that children are also familiar with the procedure.

**Monitoring:**

- This policy will be reviewed annually
- Any changes throughout the year will be made and adjusted

**Review:**

Date	Management	Track of Changes
August 2021	P. Guthrie	none
November 2021	P. Guthrie	Updates to support the use of online registers/contacts etc.
February 2023	Room Champions	UNCRC articles added