

# Emergency evacuation policy

## Policy statement

This policy details how Merry Kidz Day Nursery deals with an emergency evacuation setting by defining staff roles and responsibilities and confirming the emergency evacuation procedures.

An emergency evacuation is required where it is unsafe for children and staff to remain in the setting. This might include a fire, the fire alarm sounding to warn of fire, fluid, gas leak, bomb alert or other serious threat.

In exceptional situations, where children or staff might be severely disadvantaged or distressed by remaining in the building, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a child or staff member or similarly serious incidents.

## Roles and responsibilities

### Setting Manager

- Ensures the emergency evacuation policy is fit for purpose and complies with relevant health and safety regulations.
- Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the National Counter Terrorism Security Office on the Procedures for handling bomb threats
- Is responsible for the setting emergency evacuation procedure, ensures all staff and appointed person in charge of fire, lockdown and emergency evacuation procedures, are aware of the policy and procedures to be followed when an emergency evacuation of the setting is required.
- In the event of an emergency evacuation should phone the nearest SURE START CENTER for emergency assistance to evacuate children from the building and take them to the nearest safe place, GORTON HUB.

## **All the staff**

- All the staff have responsibility for the safe evacuation of children in their care.
- Follow the actions required in the emergency evacuation procedure.
- Be aware of any child in their care that has a PERSONAL EMERGENCY EVACUATION PLAN (PEEP). The PEEP will clearly state what is happening to those children. If a child or staff member has had to put a PEEP into action, this must be reported to a setting manager.
- To take charge and ensure all the children in their care been evacuated, all doors behind are closed.
- Any available practitioners during emergency evacuation to go immediately to the baby room to help with the children evacuation.
- Ensures appropriate follow-up is undertaken after an emergency evacuation, reporting incident to the awarding body and actions taken.

## **Emergency evacuation procedures**

- The person in charge calmly raises the alarm.
- Immediately evacuate the building under guidance from the person in charge.
- From the office, “Happy feet 2” and “Little stride room” children and staff to evacuate building through the main entrance and towards assembly point.
- Children and staff from “Happy feet 2” and “Tiny toes”, also Kitchen personnel through the back door and side gates, towards the assembly point.
- When all the children are gathered, everybody will then go to the Groton Hub and will stay there till further notice which states that it is safe to return to the setting.
- Staff must try to ensure (as best as possible) children are kept calm and engaged in activities or game.
- Parent/ carer will be informed about the situation at the earliest safest opportunity and will be kept updated when the information changes.
- After the event a log will be made of the incident with a post- incident evaluation conducted to ensure that each child and staff member was supported fully, and the procedure went as planned.
- Ofsted and the Local Authority will be informed within 24 hours of the incident occurring.



