

Fire and Evacuation Policy

Carousel Nursery School has designated fire officers, which can be found in the roles and responsibilities. However, it is always the responsibility of all staff to keep the building and people safe from fire hazards and to implement fire and evacuation procedure and policy. In the event of a real evacuation or drill procedure all staff must ensure that all children, the phone, the visitors record tablet and tablets for all groups are brought out to the assembly point (which is situated next to the adjacent building in Nelson Ave). When all groups are there the register will be taken (using the Xplor App) to ensure all children, staff and volunteers are present.

The emergency contacts for all children are stored on each tablet.

It is the responsibility of all staff in groups to ensure the children are signed in (whether this is completed by the person dropping off or staff member in the room).

On the tablet staff should go to the Emergency List and select Start Emergency. Then pick the appropriate option from the menu. Evacuation/Lockdown Drill/Not Drill. Then when all children in all groups have been marked as safe and is safe to return to the building, they then select End Emergency. This will store a record of the drill/evacuation on Xplor Playground Web which can be downloaded for review.

Staff are to know where the children are in their group (as detailed on the deployment sheet).

Staff must headcount children throughout the day to ensure the safety of children so in an emergency child are accounted for.

Whilst each staff member walks/carries their children along the fire evacuation route staff must visually check the rooms which are on their way, this includes toilets and sleep rooms.

If the evacuation route is blocked staff must go back into the room and stay behind the protection of the fire door.

If children and staff need to stay in the room, they must ensure the fire door is closed securely and windows are opened for fire crew to access. Staff must stay calm and help keep children and volunteers calm and try to contact other staff or somebody on the outside. All staff know the fire drill procedure, as part of their induction and training and are informed of the regular updates.

The fire evacuation route for each floor is displayed on each floor as well as the fire procedure, showing the escape route for all staff, volunteers, and visitors.

All precautions are taken to ensure that there is no reason for a fire. This includes all stairs and corridors free from objects, which also makes an easy exit in an evacuation. Fire risk assessments are carried out yearly; this includes a check made on fire equipment such as fire doors, sprinklers, and alarms. Fire exits are clearly displayed.

Please note in an emergency or fire it is important that nobody should re-enter the building for any reason and must wait for the emergency services or until safe to do so.

Fire and Evacuation Procedure

In the event of a real fire or a need to evacuate the building the break glass points should be pressed by the person who found the fire, to alert all staff. All the fire doors will close as the magnet is released and the alarm will sound. Staff should assess where their nearest exit is and collect their tablets, the visitor's tablet and nursery handset phone. Then line the children

up and guide them out of the building via the nearest fire exit (front door or back door). Non mobile children should be carried.

If the exit routes are blocked it is not safe for staff and children to pass through, staff should remain calm and return to a room behind the protection of the fire door. They should remain in the building until fire and rescue services arrive.

Attempts to contact the children's parents will be made.

The meeting point is in Nelson Avenue on the opposite side of the road to the nursery. A member of management will take the register when all children are lined up safely. In a Fire and evacuation process once you have exited the building you **must not** return for any reason.

In the event of an emergency evacuation where the children are not able to return to the building, we will make our way to the Mountbatten Centre where we can wait in a safe dry space. Alexandra park, Alex way, Portsmouth, PO2 9QA

Staff members should always be aware of the number of children in their groups (in their care). All rooms should be visually checked as they pass the exit routes.