

Pheasey Park Farm Early Years Centre

FIRE EVACUATION PROCEDURE

All Staff and Visitors

In the event of a fire being discovered:-

1. Raise alarm by breaking the glass on the fire point.
2. Room staff to collect the signing in register for the room and Ipad.
3. Staff to evacuate children and escort them to the fire assembly point via the allocated fire exit point in each childcare room.
4. Administrative staff and visitors to evacuate to public area. Administrative Staff please follow procedure below.
5. Manager and Staff not based in rooms to take keys to Centre and vacate checking doors and windows where possible.
6. Room Leaders to confirm to the Manager or his/her Deputy that all children and adults are accounted for. This is to be recorded on the Fire Evacuation Checklist.
7. If/when the 'all clear' is given by the Site Manager or his representative, children and adults to be escorted back to the building.

Administrative Staff

Call 999 and report alarm being activated.

Please state "Unconfirmed Fire" or "Fire"

Take the following:

- Print staff, visitor registration off electronic signing in system.
- The gate key.
- The green 'Grab Bag' (located on the floor of the office by the door)
- Evacuation Tick List
- Mobile Telephone
- If any visitor in attendance check the toilets and offices on route out.

Administrative Staff must:

- Check the register that all visitors are accounted for.
- Check with childcare staff if all children/students/staff are accounted for.
- Check off on the list for childcare room and visitors all accounted for.
- Report any concerns to the Manager/Site Manager or School Office.

Manager must:

Complete Evacuation Form to account for all children and adults.

ASSEMBLY POINTS

KS2 HALL

Leave by Fire Exit

Assembly point KS2 Playground

COMMUNITY ROOMS-SCHOOL

Leave by Fire Exit

Assembly point.....Steps leading to Early Years Centre

KS1 HALL

Leave by Fire Exit

Assembly point Front Field Grassed Area

PLAY CARE CENTRE/MINIMAX

Leave by Fire Exit

Assembly point Play Care Fenced Play Area

DINING ROOMS

Leave by Fire Exit

Assembly point Play Care Fenced Area

EARLY YEARS CENTRE

Leave by Fire Exit

Assembly point childcareFenced/Grassed Area (Outside Pre Nursery 1)

Assembly point public End of Ramp facing Wimperis Way

Baby Room.....Exit out of the fenced area to the end of the ramp facing Wimperis Way

SWIMMING POOL

In the event of a Fire being discovered:

- Raise the alarm by breaking the glass on the fire point or blowing of whistle (3 long blasts)
- If possible contact the school office and/or Site Manager to raise the alarm
- Staff member in charge to evacuate children and escort them to the assembly point (Outdoor Play Area opposite Early Years Centre) via the Swimming Pool Door KS1 Hall
- All children and adults to be accounted for and anyone missing to be reported to the person in charge
- Once register complete and all accounted for Centre can be accessed for emergency blankets and other warm clothing
- Once the 'all clear' is given by the responsible officer children can be escorted back to the building

ADMINISTRATIVE STAFF

Location: At the bottom of the ramp, outside the Centre leading towards Wimperis Way entrance.

Written Feedback to the Head Teacher.

SLT

October 2021

Pheasey Park Farm Early Years Centre

FIRE EVACUATION PROCEDURE CHECKLIST

| Area | Accounted For |
|-----------------|---------------|
| Pre Nursery 1 | |
| Pre Nursery 2 | |
| Baby Room | |
| Visitors | |
| Reception Staff | |
| Managers | |
| Swimming Pool | |
| Gardens | |
| Minimax | |

Completed by _____

Date _____

Evacuation Time _____

Feedback for Staff: