

## Emergency Evacuation Procedure

On hearing the fire alarm, whether it be for a fire or for any reason when the building needs to be evacuated:

- Follow your rooms Individual Room Evacuation Plans
- Leave the building via the nearest and safest exit
- Carry out a room register, alert the manager if anyone is missing
- Remain outside until the person in charge deems the premises as safe.

### Manager

- Take a phone and stand at the bottom of the staircase, assisting the 2 upstairs rooms with the evacuation of the children.
- Collect the registers, visitor book and emergency contact details
- Sweep through the building to check all children and visitors have left
- If needed alert the fire brigade

### Garden Evacuation

If a stranger or unauthorised visitor enters the garden via the gate or over the wall the rooms must immediately evacuate their children back into the building, locking the doors behind them.

The procedure to follow is:

- The emergency word 'PEANUTS' will be shouted that alerts managers/co-workers/children that they need to move quickly inside the nursery.
- Ladybirds will move into the nursery via the quickest route, ensuring the door is locked behind them.
- Butterflies and Bumblebees will enter via Bumblebees back door ensuring the door is locked behind them, all children to move away from the back door. All children should stay in this room until Butterflies are told that they can return to their room or the garden.
- Dragonflies will enter their room via the back door ensuring that it is locked.
- Management to ensure the back door is locked.

Management will assist in evacuating the garden and/or calling emergency services if the need arises.

### **Unauthorised visitor in the Nursery**

If an unauthorised visitor gains entry into the nursery then the following procedure should be followed:

- A member of management will ask the visitor for identification if none is forthcoming or they have no legitimate reason to be there then they will be asked to leave.
- If they will not leave then the police should be called on 999.
- If safe to do so stay with the visitor until police arrive.
- A message should where possible be relayed to each room by telephone that they should not leave their room or open the door unless told by management that it is safe to do so.

**When the incident is over the rooms should be informed so they know it is safe to open their doors.**

**Procedure reviewed by Clare Hayes and Amelia Carey**

**Procedure reviewed February 2020**

**Next review date February 2021**