



EMERGENCY EVACUATION POLICY

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

POLICY STATEMENT

In the case of some emergencies, it may be necessary for all persons to evacuate the setting space and therefore the evacuation procedures should be followed. An evacuation drill should be undertaken at least once a year, (ideally more regularly), in an organised and calm manner.

Evacuation may be required such as during a fire, bomb alert, an accident or incident with a child (where other children should be evacuated), where damage has occurred to the building or where staff feel that remaining in the setting constitutes an immediate danger to those on the premises. Additionally, due to our proximity with the primary school, we will also evacuate the Smarties setting if the school fire alarm rings.

EMERGENCY EVACUATION PROCEDURE

- Calmly raise the alarm by blowing the whistle located in the kitchen. If the school fire alarm rings, the same procedure should be followed.
- Pre School and Out of School Club children will be familiar with the sound of the school fire alarm as they carry out regular fire drill practises in which we take part. We also practise the fire drill procedure using the Smarties whistle so that all the children are familiar with the sound of our alarm, including those that come to our Holiday Club.
- Immediately assemble the children, staff & visitors by the Fire Exit Door at the front of the main room. Except in the event that the danger is in the foyer area, or there is a barrier or hazard, everyone should be assembled by the Fire Exit at the back of the room instead. In the event this is unsafe or there is a barrier or hazard, use the Out of School exit and assemble in the School playground via the side-gate in the preschool garden. The assembly point is on the school playground by the fence.
- The Setting Manager (Georgina) or in her absence, a Deputising Member of Staff (Jo for Preschool and Kathy for Out of School Club & Holiday Club) will delegate another staff member to collect the register and visitor book and lead everyone else out of the building through the front door into the graveyard (or via the back door into the school playground).
- Other staff members will accompany the children and also ensure that one staff member is at the back of the line following the children out of the building.
- If we have a child or adult in a wheelchair or with mobility issues, or a child that finds the situation overwhelming or difficult to comprehend, the Setting Manager (Georgina) or in her absence, a Deputising Member of Staff (Jo for Preschool or Kathy for Out of School Club and Holiday Club) will direct team member/s to take responsibility for assisting with those people's evacuation. Our fire exits (foyer and back door) are wheelchair friendly. If there is an immediate danger or threat to life, staff may need to carry a child out of the setting and provide comfort once they are away from the danger area.
- The Setting Manager (Georgina) or in her absence, a Deputising Member of Staff (Jo for Preschool or Kathy for Out of School Club and Holiday Club) will remain and carry out a check of the building including all rooms, toilets, cupboards, corners, foyer etc. before leaving the premises.
- The Setting Manager (Georgina) or in her absence, a Deputising Member of Staff (Jo for Preschool or Kathy for Out of School Club and Holiday Club) will also collect the setting's emergency grab-bag and medicine box
- (which are located together) whilst carrying out their check of the building (but only if it possible to do this without putting themselves in danger, otherwise the grab bag should be left behind)
- The Setting Manager (Georgina) or Deputising Member of Staff ((Jo for Preschool or Kathy for Out of School Club and Holiday Club) will delegate a staff member to contact the fire brigade either by mobile phone, going to the school or a house or building close-by.
- All personal belongings should be left in the building. The only item that may be taken is the setting's grab-bag. It is the responsibility of the Deputy Manager (Jo) to maintain and keep the grab-bag up to date.



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- No staff member, visitor, parent or children should return to the building for any reason.
- No staff member, visitor, parent or children should attempt to fight the fire.
- Once assembled, a head count of children, staff visitors and all persons must be taken, and collected by a central person of responsibility. Once satisfied that all persons are accounted for, everyone must remain in the "safe space" (designated area of playground or graveyard as detailed above) until notified otherwise.
- If the emergency services have been called, staff should bear in mind where they are likely to access Smarties from. In the event of a fire where a fire engine has been called, the vehicle will only be able to access Smarties from the school playground, so it may be necessary for the Setting Manager (Georgina) or Deputising Member of Staff (Jo for Preschool or Kathy for Out of School Club and Holiday Club) to direct a team member to go to that area (taking a route that does not involve close proximity to any immediate danger) to meet the fire engine and relay any important information to them.
- A full site evacuation may be appropriate when directed by emergency services and/or it is reasonable to assume the threat by remaining on-site is credible e.g. a fire spreading throughout a site compromising the area close to the building. If this is the case, then the Setting Manager (Georgina) or Deputising Member of Staff (Jo for Preschool or Kathy for Out of School Club and Holiday Club) will advise team members as appropriate, with children and adults moved to Steeple Morden Village Hall when directed.
- Parents will be contacted using the emergency contacts list (in registration folder) either by mobile telephone, use of the parents whatsapp group, use of the school telephone or utilising the telephone of a house nearby if there are no alternative options.

Suggested Items for Emergency Grab-Bag:

- Water
- Tissues and/or wet wipes
- Whistle
- Paediatric First Aid kit containing: Safety pins, Bandages, Plasters, Relitape, Rebreath, Scissors,
- Cleansing Wipes, Foil Blanket, Finger Dressing, Burn Soothe, Nitrile Gloves
- Nappies, change of clothes
- Non-perishable food
- Books/Toys
- Medicines
- Emergency contact information for parents
- Emergency mobile phone and charger plus emergency battery pack
- Hi vis jackets
- Thermal blankets or warm clothes

This policy was adopted on:

12/06/2023

Date to be reviewed:

12/06/2025

Name of signatory:

Victoria Hutter, Chairman of
the Committee

Role of signatory:

Signed:

12/06/2023