Emergency Evacuation Procedure - Family Centre

Grass Roots Nursery Group: Emergency Evacuation Procedure - Family Centre

Purpose:

To establish procedures for safely and efficiently evacuating the premises in the event of an emergency, ensuring the safety and well-being of all individuals.

Key Principles:

- **Immediate Action:** Respond to emergencies promptly and effectively.
- **Safety First:** Prioritise the safety and well-being of children, staff, and visitors.
- **Evacuation Routes:** Familiarise everyone with designated escape routes.
- **Assembly Point:** Have a designated assembly point for gathering after evacuation.
- **Communication:** Maintain open and clear communication during emergencies.

Emergency Procedures

1. **Activate the Alarm:** If a fire or other emergency is detected, activate the fire alarm immediately.
2. **Evacuate Calmly:** Guide children and staff to the nearest designated exit.
3. **Follow Evacuation Routes:** Proceed to the assembly point using the marked escape routes.
4. **Close Doors:** Close doors behind you to contain the spread of fire or smoke.
5. **Account for Everyone:** Ensure all individuals are accounted for at the assembly point.
6. **Report to Emergency Services:** Contact emergency services if necessary.
7. **Stay Together:** Remain at the assembly point until further instructions are given.

Designated Exits:

- The main entrance is located by the office.
- The door at the end of the toilet corridor.

Everyone must then make their way to the Assembly Point. The staff member who is leading the session must ensure that the list of people present is taken out with them.

Assembly Point:

- Children, staff and visitors should assemble at the top of the back car park.
- If fire is spreading rapidly, there is a threat of explosion, inclement weather or fire appliances need to be brought into the grounds, then the second point of assembly will be decided by the New Road School Leadership Team or a member of the Emergency Services.

Staff Responsibilities:

- **Lead Evacuation:** Staff members should take charge of evacuating their assigned areas.
- **Assist Children:** Provide assistance to children who may need help.
- **Account for Individuals:** Ensure all individuals are accounted for at the assembly point.

- **Communicate with Parents:** Contact parents to inform them of the emergency and the location of the assembly point.

Parent Responsibilities:

- **Follow Instructions:** Follow the instructions of staff during an emergency.
- **Stay Calm:** Reassure children and maintain a calm demeanor.
- **Account for Children:** Ensure your child is accounted for at the assembly point.

Emergency Drills

- Conduct regular emergency drills to familiarize everyone with evacuation procedures.
- Review and update evacuation plans as needed.

Additional Considerations

- **Special Needs:** Have specific procedures in place for children with special needs.
- **First Aid:** Ensure first aid kits are readily available and staff are trained in first aid.
- **Communication Plan:** Have a communication plan in place for contacting emergency services and informing parents.

By following this emergency evacuation procedure, Grass Roots Nursery Group can ensure a prompt and effective response to emergencies, protecting the safety and well-being of everyone within the nursery.