

Emergency Evacuation Procedure

- St Peters



Grass Roots Nursery Group: Emergency Evacuation Procedure

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 located by the nursery office, then right and out of the main entrance door
- The end door in The Fold (baby room)
- The door at bottom of ramp out to Community Centre corridor, then right and out of the main entrance door
- The door out of The Meadows (Preschool room) towards toilets, then left to outer door, across the small courtyard to gate in fence
- If people in the kitchen cannot get to the fire door at the bottom of the ramp then they will use the large window on the right hand side of the kitchen to leave the building.
- If outside then leave the outdoor area through gate by back door (or through gate by the kitchen if route blocked to back door)
- If in the community centre exit through the coffee lounge to corridor then through the main nursery door or from the main hall out of the fire door at the top of the room off the stage.

Assembly Point:

- Children, staff and visitors should assemble at the top of the car park, near the locked gate.

- 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 in the school grounds next door. The instruction to proceed to this point will only be given by a senior member of staff 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.

Emergency Drills

- Conduct regular emergency drills to familiarise 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.