



Seedlings Pre School  
St Johns Memorial Hall

Mobile: 07525 731424

[seedlings-preschool@outlook.com](mailto:seedlings-preschool@outlook.com)

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## Fire & Emergency Evacuation Procedure

In the event of a fire or situation that requires an emergency evacuation:

### Duties - Staff member in charge of Register

- Staff member responsible for Register for the day will collect the fire bag & register
- Identify the most appropriate fire exit (sliding doors, partition wall doors, corridor front exit & corridor rear exit)
- Exit the building straight away and count the children as they come out or if exited into garden then line them up along the back fence and count them
- When the last child is out notify staff member in charge of risk assessments what the headcount is
- Organise the children into a line holding onto the walking rope either along the rear fence if exited through the back of the building or along the front wall of the building if exited through the front of the building.
- Take a register
- Take position at the front of the line to lead the children to the meeting point
- On reaching the meeting point take a register again
- If re-entry of the building is not possible then contact the children's parents and request them to come and collect while the remaining staff supervise and entertain the children. Then lead them to the church hall. Take register before leaving and after arriving.
- If re-entry is possible then lead the children back to the hall and let them into the main hall once a sweep of the area has been carried out. Take a full register as the children re-enter.

### Duties – Staff member in charge of Risk Assessments

- Unlock automatic door & unbolt safeguarding door.
- When all staff and children have left the building check premises to ensure all areas are empty and fire doors are closed
- Ensure headcount of children matches with expected numbers & then exit the building



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- Take position on the road to stop traffic and allow children to walk into the road in a line then supervise the rear of the line
- Take a headcount again when the meeting point is reached (on the field near the public toilets)
- Contact the Hall Bookings Officer/Emergency Services as appropriate to determine the situation and the likelihood of being able to re-enter the building.
- On re-entry take children into our entrance hall or garden (whichever is more appropriate) and take a register before letting the children back into the main setting (ensure that a sweep of the setting has been done as well)
- Hand out space blankets for warmth if necessary and take the children to the Church until their parents arrive. Perform a headcount before walking to the church and again on arrival.

### **Duties – General Staff**

- Generally supervise the children towards the chosen exit.
- Last staff member in the garden must do a sweep of the garden if the children are exiting through the front of the building.
- If exiting through the front of the building then one staff member should take as many children out the front with them and stay at the front to supervise them into a line. The second staff member should take as many children from the main room into the hall corridor and send them out the front where they will join the outside staff member. Follow the last child out.
- If there are children needing additional support then take them by the hand and keep them with you
- Once outside help children line up holding walking rope
- One staff member should supervise the right hand side of the line, the other staff member should supervise the back of the line



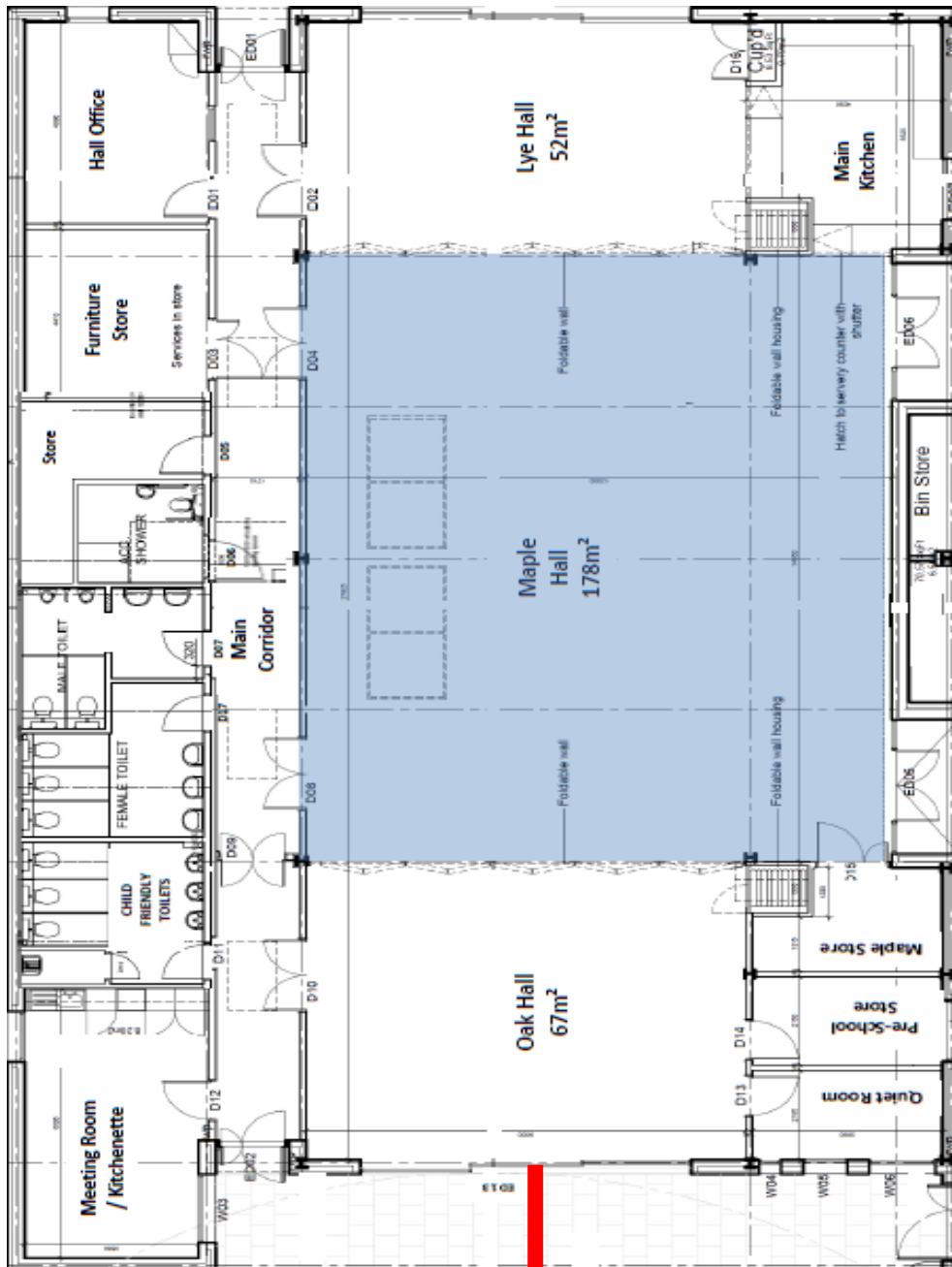
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Primary exit route



Children line up at back of garden

[www.seedlings-preschool.co.uk](http://www.seedlings-preschool.co.uk)



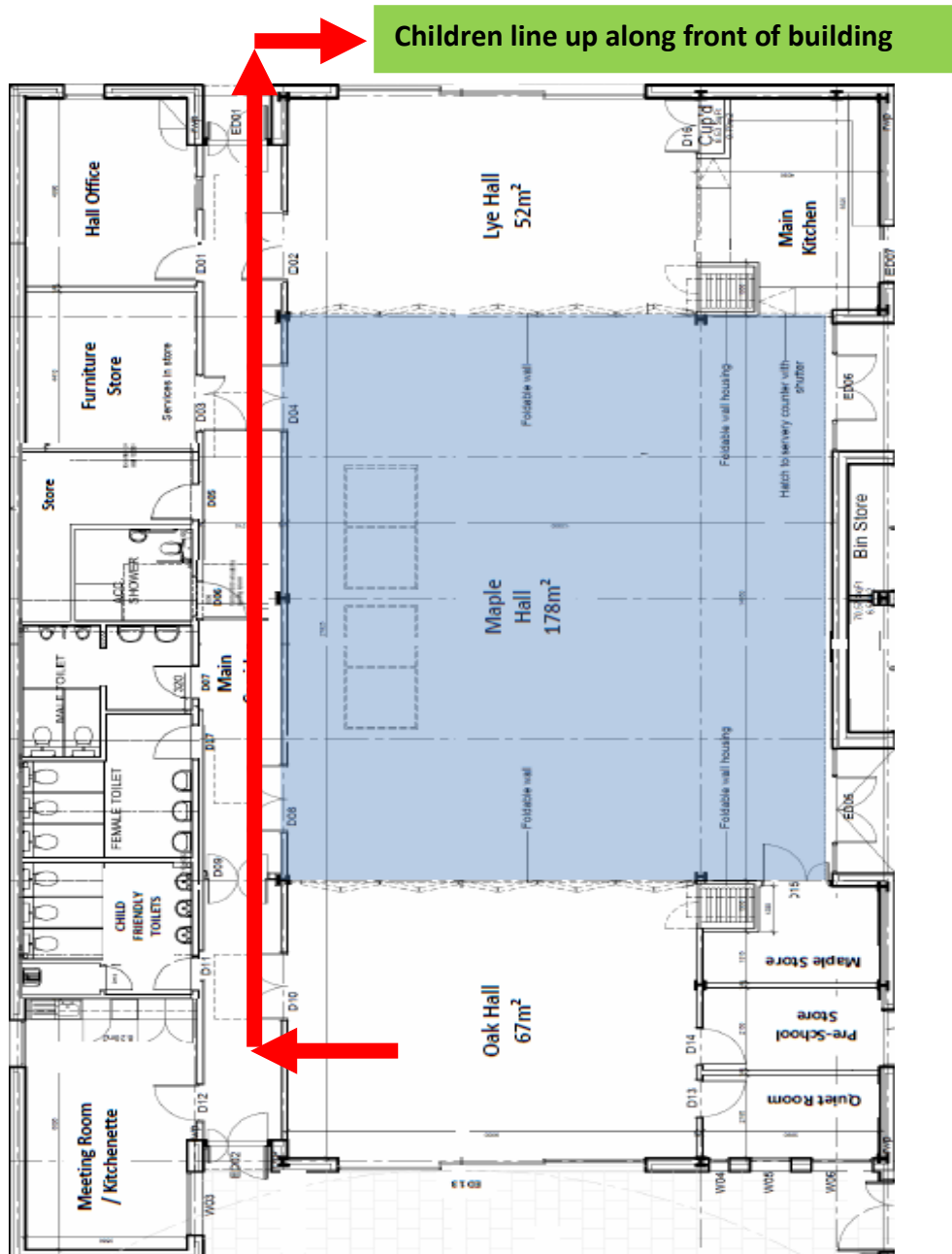
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Secondary Exit Route



Policy reviewed: April 2017  
Written by: Jennifer Bruton – Pre School Owner



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### Main duties in an evacuation:

#### If you are on REGISTER DUTY:

- Collect **FIRE BAG & REGISTER**
- Choose exit route
- Leave building **FIRST**
- **HEADCOUNT** children & **REPORT TO RISK ASSESSOR**
- Take a **REGISTER**
- Lead children from the **FRONT** to meeting point
- Take a **REGISTER**
- **CONTACT** parents if re-entry is not possible & lead children to church hall
- **LEAD** children back if re-entry is possible
- Take a **REGISTER**

#### If you are on RISK ASSESSMENT DUTY:

- **UNLOCK** automatic door & safeguarding door
- **CLOSE** all fire doors
- **SWEEP** the setting & garden
- **CHECK HEADCOUNT** with person on Register duty
- **STOP TRAFFIC** for children to cross
- **TAKE REAR OF THE LINE**
- **HEADCOUNT** when meeting point is reached
- **CONTACT** hall officer and Emergency Services regarding re-entry
- If re-entry is possible follow children back & do **SWEEP** of the setting
- If re-entry is not possible hand out **SPACE BLANKETS** etc and follow children to church hall

#### All other staff:

- General supervision of children
- Communicate to ensure good positioning amongst children
- Supervise either side of walking rope