

## **11.2 Fire Emergency Evacuation Procedure**

### **Please refer to our Health and Safety Policy for Fire Safety Policy**

There is an emergency evacuation procedure written specifically for each of our settings and this is displayed in all areas, including Personal Emergency Evacuation Plans (PEEP) for those children and staff with additional needs that may need further support when evacuating.

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.

#### **11.2.a The Lloyd Park Centre**

When the fire alarm is activated staff have the following responsibilities:

##### **Senior Manager** (Also designated Fire Warden)

- Evacuate the building at the closest exit.
- As you exit, close doors behind you.
- Check with Fire Marshalls at each assembly point that all occupants have evacuated.
- Await the Fire Brigade, inform them where the alarm panel is situated and which zone is activated.
- Call 999 if they do not arrive within 10 minutes.

##### **Senior Staff in the Nursery**

- Check toilets and ensure the area is evacuated.
- Collect Personal Evacuation Plans and registers.
- Evacuate the building at the closest exit, ensure doors are closed behind you.
- Call the register and ensure children have evacuated.
- Admin team to account for all staff and visitors.
- Inform the Fire Warden (Senior Manager) of any missing persons.

Do Not Run

Do Not Collect Personal Belongings.

### Reception Evacuation Procedure

Check Number 1020/24

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

- Collect:
  - Children's Emergency Contact Details
  - Key for gates (located in Emergency Contact Folder)
  - Staff signing in sheet
  - Visitors book
  - A mobile phone
- Check the fire alarm panel to locate the area where the alarm has been activated.



- Evacuate the building at the closest exit.



- As you exit, close doors behind you (last person)
- Admin team to account for all staff and visitors at each assembly point.
- Unlock gates or assembly points.
- Meet at Assembly Point inside front entrance gate.



- Inform the Fire Warden (Senior Manager) of any missing persons.

Do not run

Do not collect personal belongings

### Grow Wild Fire Procedure

Check Number 1020/24

Anyone who discovers a fire should raise the alarm immediately using the closest Fire Alarm Call Point.

#### On the alarm being raised:

- Evacuate the building at the closest exit.



- Meet at Assembly Point inside side entrance gate.



- Admin team to account for all staff and visitors.
- Inform the Fire Warden (Senior Manager) of any missing persons.

Do not run

Do not collect personal belongings

### Main Kitchen Fire Procedure

Check Number 1020/24

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

- Turn off any cooking equipment
- Evacuate using the nearest fire exit



- As you exit, close doors behind you (last person)
- Meet at Assembly Point by the delivery gate.



- Admin team to account for all staff and visitors
- Inform the Fire Warden (Senior Manager) of any missing persons

Do not run

Do not collect personal belongings

### Baby Room Fire Procedure

Check Number 1020/24

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

- Senior Practitioner collect Registers and Personal Evacuation Plans
- Place up to 4 babies into the fire evacuation cot
- Evacuate the building through the closest exit



- Escort the children to the Fire Assembly Point in the garden



- Senior Practitioner ensure the area is evacuated and doors are closed behind you
- Senior Practitioner call the register
- Admin team to account for all staff and visitors.
- Inform the Fire Warden (Senior Manager) of any missing persons.

Do not run

Do not collect personal belongings

### Community Space Fire Evacuation Procedure

Check Number 1020/24

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point



#### On the alarm being raised:

- Senior Practitioner or Community Services Facilitator collect Registers and Personal Evacuation Plans
- Evacuate the building through the closest exit



- Escort the children and adults to the Fire Assembly Point in the garden



- Senior Practitioner or Community Services Facilitator ensure the area is evacuated and ensure doors are closed behind you
- Senior Practitioner or Community Services Facilitator call the register
- Admin team to account for all staff and visitors.
- Inform the Fire Warden (Senior Manager) of any missing persons

Do not run

Do not collect personal belongings

### Staff Room/ Family Room Fire Evacuation Procedure

Check Number 1020/24

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

- Evacuate the building at the nearest fire exit.



- Meet at Assembly Point in the back playground.



- Admin team to account for all staff and visitors.

Do not run

Do not collect personal belongings

### 2-5's Area Fire Evacuation Procedure

Check Number 1020/24

Anyone who discovers a fire should raise the alarm immediately using the Fire Alarm Call Point.



#### On the alarm being raised:

- Senior Practitioner collect Registers and Personal Evacuation Plans
- Evacuate the building through the closest exit



- Escort the children to the Fire Assembly Point in the garden



- Senior Practitioner ensure the area is evacuated and ensure doors are closed behind you
- Senior Practitioner call the register
- Admin team to account for all staff and visitors.
- Inform the Fire Warden (Senior Manager) of any missing persons

Do not run

Do not collect personal belongings

## 11.2.b Higham Hill Centre

**When the fire alarm is activated staff will have responsibility as follows:**

### **Senior Management on site: -**

- Check fire alarm panel, locate the area where the alarm has been activated.
- Ensure all fire doors are closed
- Evacuate the building at the first fire exit
- Check with fire marshals all occupants are out at the assembly point
- Meet fire wardens at the assembly point situated in the delivery goods area/back of the nursery
- Await the Fire Brigade, inform them where the alarm is
- Call 999 if they do not arrive

### **Senior Staff in the Nursery: -**

- Check all children/staff have evacuated the nursery
- Check toilet area/ garden
- Collect the registers from the area
- Collect care plans for children/staff where appropriate
- Escort children and adults to the fire assembly point
- Take registers and inform fire warden if any missing persons

Do Not Run

Do not Collect personal belongings

In the event of a planned drill or test we **MUST** contact the Town Hall and inform them 0208 496 4440

#### **Main Kitchen Fire Evacuation Procedure**

**If you discover a fire or one is reported to you, or the fire alarm sounds:**

- If reported to you activate the nearest fire alarm.
- Leave the building via the kitchen fire exit door
- Walk through the wooden gate and meet at the Fire assembly point, situated in the Delivery Goods/ back entrance



- Wait for the register to be called at the assembly point and report missing persons to the senior staff or Fire Brigade Officer.

DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS. DO NOT RUN

#### **First floor Fire Evacuation Procedure**

**If you discover a fire, or one is reported to you or if the fire alarm sounds:**

Raise the alarm by activating the nearest fire alarm call point. On the alarm being raised:

- Trainer or senior member of staff to collect registers.
- Escort the adults/children from the building. **DO NOT USE THE LIFT.** Use the fire exit at the bottom of staircase and meet at the assembly point; situated in the Delivery goods/ back entrance



- Higham Hill Staff to call the registers at the assembly point and report missing persons to the senior staff or Fire Brigade Officer.

DO NOT RUN OR STOP TO PICK UP ANY PERSONAL BELONGINGS.

#### **Baby Room Fire Evacuation Procedure** **If you discover a fire or one is reported to you, or the fire alarm sounds:**

Raise the alarm by activating the nearest fire alarm call point. On the alarm being raised:

- Senior member of staff to collect registers, take the padlock key, unlock the fence in the playground.



- Place up to 6 babies in the fire cot



- Escort the children from the building via the playground and meet at the Fire Assembly Point: Back Entrance/ Delivery Goods entrance



- Call the registers at the assembly point and report missing persons to the Warden/senior staff or Fire Brigade Officer.

Do Not Run  
DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.

**Reception area  
Fire Evacuation Procedure**  
If you discover a fire or one is reported to you,  
or the fire alarm sounds:

- Raise the alarm by activating the nearest fire alarm call point.
- On the alarm being raised:
  - Take a mobile phone and all registers.
- Leave the building via the front entrance and meet at the assembly point: situated in the Delivery Goods/ back Entrance.



- Call the registers at the assembly point and report missing persons to the senior staff or Fire Warden who will inform a Fire Brigade Officer.

DO NOT STOP TO PICK UP ANY PERSONAL BELONGINGS.

Procedure Name	Fire Safety and Emergency Evacuation Procedure
Version Number	V2 of new format
This policy was developed by	The Health and Safety Team
These people were consulted/ involved in developing the policy	
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