



Staff and Children Evacuation Procedures

All staff at Once Upon A Time Nursery should make sure they are aware of where the fire equipment is kept and how to use it. The Fire officer Lucy Gale will carry out and record regular tests on all fire alarms, smoke detectors, fire extinguishers and emergency lighting. Staff must ensure all fire exits are working effectively and must be clear from obstruction at all times. The manager will carry out regular fire drills where all children and adults will evacuate the building and proceed to the designated meeting points.

In the event of children and adults being required to evacuate the building the procedures below must be followed:

- Raise the alarm.
- Call the fire brigade (999).
- Collect the register, mobile phone and travel cot.
- All staff and children leave the building in a calm and orderly manner through the designated fire escapes.
- Proceed to meeting point: Bottom of Garden at fire door
- The children and staff should then be checked against the register.
- Children and staff must not re-enter the building until the fire brigade officer has given the all clear.

No one must re-enter the building to collect belongings.