

47. Fire Evacuation Procedure

Version number	Dates produced & approved	Reason for production & revision	Author	Locations	Proposed next review date
V1.0	Unknown	First adopted	Committee	Setting	
V2.0	Sept 2014	Reviewed and updated	Committee	Dropbox.com Website	
V3.0	Nov 2016	Reviewed, updated, version controlled – including Village Hall information	K Coupe	Dropbox.com Website	2019/20
V4.0	2 Nov 2020	Reviewed & Updated	E Roberts	Dropbox.com Website	Nov 2022
V5.0	29 Nov 2022	Reviewed & updated with inclusion of Associate Policies & Procedures section as per Safeguarding Audit section 175/157	E Roberts & R Powell & K Coupe	Dropbox.com Website	Nov 2024

Statement of intent

North Nibley Pre-school follows the emergency evacuation procedure as documented and displayed by North Nibley Village Hall. All staff are made aware of the procedures during their induction process and this is clearly recorded in their New Employee Induction Pack.

Procedure

In the event of a fire or other emergency.

- On hearing the fire alarm, the deputy playleader and assistant calmly tell the children that the noise they can hear is a fire alarm and they need to leave the building quickly, quietly and sensibly. The staff help to usher the children towards the fire exit. This is usually the door to the garden but if necessary could be the main front doors.
- The playleader collects the signing in/out sheets, they have a contact list in the back with parent/carers contact numbers, and escorts the children, and any other adults present, to the fire exit and out onto the grass adjacent to the children's play equipment. She assembles the children against the fence and does a roll call.
- Prior to exiting the building, the playleader:
 - checks the toilets, cupboard and the main hall;
 - closes all doors and windows where it is safe to do so;
 - collects the mobile phone;
 - leaves the building and joins the others.
- At no point are any personal belongings collected.
- Staff do not attempt to tackle a fire, by use of a fire extinguisher, unless it is small, localised and blocks an exit route and there is no alternative route.
- The playleader calls the emergency service by dialling 999 and informing them of the location:
 - **North Nibley Village Hall, Innocks Estate, North Nibley, GL11 6DP**
 - NB: mobile phone coverage in the area is poor, so the Playleader will ask to use the telephone at North Nibley Primary School.
- The deputy playleader and any additional staff will escort the children and any other adults to North Nibley Primary School and call the parents/carers to collect their children.

Associated Policies & Procedures

- No 11 : Health & Safety
- No 32 : Risk Assessments