

Fire and Evacuation Procedure

Appointed Fire Marshall - Kelly Haines

Bus Stop Pre-School Address: 1 and 2 The Bungalows, Polesden Lacey Estate, Bookham, RH5 6BD. Pre-School telephone number: 01372 879712

What3words: junior.patio.only - These words can be given to the emergency services to find the Pre-School's location.

Emergency Numbers: call 999 from a landline, call 112 from a mobile phone.

The premises of Bus Stop Pre - School have been passed and checked by the Fire Safety Officer. Please see the annually updated Certificate located in the Documents folder in the Office.

A Fire Drill is carried out once every term to ensure emergency procedures are familiar to staff members and to children. Staff members also ensure all Fire Exits on the premises are clearly labelled and accessible, and that smoke alarms are checked regularly. Please refer to our Daily Checks - Risk Assessment.

The setting has an Emergency Bag which is used in situations when the staff and children cannot return to the building. In the event of an emergency evacuation/emergency practice the Emergency Bag is collected by an adult.

Emergency Bag Contents:

- First Aid kit,
- Crackers (checked regularly for used by date),
- Cups,
- Empty drinking water container.
- Child/Adult Record details,
- Medication,
- Bus Stop Mobile and charger.

The Emergency bag is checked every half term and replenished if items are used/out of date. The Emergency bag is clearly labelled and is located in the Kitchen.

In the event of a fire or a circumstance arises where the building has to be evacuated, staff members, students and volunteers must carry out the following procedure: (Definitions - Adults: refers to the role of Early Years Educators/Pre-school Assistant).

- Adults call out '1,2,3 where are you?' to alert the children and adults of danger.
- Children find an adult,
- Adults call to children still playing 1, 2, 3 where are you?
- Children are counted as they reach an adult and supported to hold a partners hand,
- Adults to collect the Register, Visitors Book and Emergency bag located in the Kitchen and shout out "I have the register and Emergency bag" to alert adults,
- Adults escort the children to fire exits, children are counted as they exit. Please see building plan located on the wall above this procedure.
- Adult to walk the children to Assembly Point, through Route A, B or C. Route A is the priority Exit point.
- Children and adults in the rear garden can leave through the Emergency Rear Access - Route A and walk along next doors property's garden path to Assembly Point,
- Children and adults inside the Bungalow can leave through the kitchen Fire Exit and walk through the next doors front garden leading to the Assembly Point at the rear of the garden. Adult to shout out how many children they have with them "I have 3 children".
- Staff members to call names on the Register and check Visitors Book,
- Kelly/Kate to search the Cosy Room, Bug Rug and Busy Room, Dining Room, Children's/Adult toilet, both kitchens and garden for children /adults,
- Kelly/Kate to join the children/adults at Assembly Point,
- Emergency services are called '999' or 112 on settings mobile phone. If the Setting mobile is not available the telephone at Polesden Lacey Visitors Centre/next door neighbour can be used.
- Missing Child/Adult: Search the immediate outside area, recall register and check visitors book,

- Kelly/Kate to tell the emergency services immediately on their arrival of a missing child/adult.
- Do Not Return To The Building,
- Contact parents / carers immediately,
- Place of Safety: Polesden Lacey Estate Restaurant.
- If it is safe to return to the building i.e. during a practice or Emergency Services deem it safe, an adult will lead the children back into the premises. The children and adults are counted back onto the premises.
- Complete the Fire and Evacuation checklist located in the Office and Fire and Evacuation Evaluation form located in the Checklist folder.

This policy was adopted in September 2006 to be reviewed annually.

This policy was up dated September 2023 to be reviewed September 2024.

Signed by Owner _____ Manager _____