

Fire and Evacuation Procedure, including Emergency Lockdown Procedure

This guidance has been written following the guidance of the Regulatory Reform (Fire Safety) Order 2005.

Appointed Fire Marshall - Kelly Haines (Training completed in January 2024).

Bus Stop Pre-School Address: **Kitchen Garden, Polesden Lacey Estate, Bookham, RH5 6BD. Pre-School telephone number: 07947 736355**

What3words: toys.unity.study - These words can be given to the emergency services to find the Pre-School's woodland site.

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

The woodland site of Bus Stop Pre - School have been passed and checked by the Fire Safety Officer. Please see the Certificate located in the Risk Assessment folder in the cabinet in the Lockdown Shed.

A Fire Drill/Emergency Evacuation 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 woodland site are clearly labelled and accessible. Please refer to our Daily Health and Safety Checklist.

The setting has an Emergency Bag which is used in situations when the staff and children cannot return to the woodland site. 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.

The Emergency bag is checked every half term and replenished if items are used/out of date.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 Lockdown Shed.

In the event of a fire or a circumstance arises where the woodland site 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).

Fire and Evacuation Procedure:

- Adults call out '1,2,3 where are you? Evacuate!' to alert the children and adults of danger.
- Children find an adult,
- Adults call to children still playing 1, 2, 3 where are you? Evacuate!
- 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 Lockdown Shed/Bell tent 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 woodland site plan overleaf.
- Adult to walk the children to Assembly Point, through Route A or B. Route A is the priority Exit point.
- Children and adults outside can leave through Route A and walk around the outside of the site to the Assembly Point at the Main gate. Adult to shout out how many children they have with them "I have 3 children".
- Children and adults in the Bell tent can leave through the Emergency Access - Route B and walk along woodland path to Assembly Point at the Main gate.
- When at the Assembly Point, Staff members to call names on the Register and check Visitors Book,
- Kelly/Kate to search the Bell tent, Sleep tent, Children's/Adult Toilet, Kitchen and Activities areas for children /adults. Shed doors/Tent zips are closed to prevent/slow down fire spread.
- 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/Home Farm 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 Woodland site,
- Contact parents / carers immediately,
- Place of Safety: Polesden Lacey Estate Restaurant/Cafe.
- If it is safe to return to the woodland site i.e. during a practice when the Fire Marshall deems it safe or Emergency Services deem it safe and no risk, an adult will lead the children back into the woodland site. The children and adults are counted back onto the woodland site.
- The Fire Marshall completes the Fire and Evacuation Evaluation form located in the Risk Assessment folder in the Lockdown shed and reviews Fire Risk Assessment if required.

Emergency Lock Down Procedure - Unknown Person

If an unknown person arrives at the Pre-School gate, members of staff will follow the Visitors to Settings Procedure, please see Safeguarding Children/Child Protection Policy. However, in the event that a person becomes aggressive and tries to forcibly enter the Pre-School woodland site, all children and adults will be taken inside the Lockdown Shed and staff members will calmly read stories/play games with the children. The Lockdown Shed is located in the middle of the Toilet and Resource Sheds and is kept clear of obstructions, enabling children/adults to enter quickly and safely.

It is Bus Stop Pre-School's policy not to permit entry to the woodland site to any unknown person who has not previously made an appointment with the Management team. Please see Safeguarding Policy/Child Protection policy where exceptions may apply.

The Emergency bag located inside the Lockdown Shed, enabling children/staff to have access to medication, small amount of food first aid kit and the child/staff record details.

Emergency Lockdown Procedure - Unknown/Unexpected Visitors:

- Staff ask visitors to stand in back from the Pre-School gate allowing them to see the person/s clearly in the security mirror.
- If the person/s refuses, the staff member will ask them again, explaining that they need to see them clearly.
- Staff will ask to see photo identification and or ask them for their name and appointment time.
- If the person does not adhere to staff requests and or becomes aggressive, they will be asked to leave the woodland site/area.
- If the person refuses to leave, staff will explain that they will contact the Police - 999.
- The staff member will calmly alert the whole staff team of the unknown person and the children will be taken into the Lockdown Shed. Calling "1, 2, 3, where are you? Unknown person".
- A staff member will continue to monitor the Pre-School gate (if it is safe to do so) to see if the unknown person has left the premises.
- If it is felt appropriate parents/carers will be contacted to collect their child/children.
- In the event that the unknown person does leave the premises, the staff will call the Police on 101 to report the incident.
- A review of risk assessments and policies will be carried out by the Management team.
- Parents/carers and the National Trust Management team will be informed and an Accident/Incident report will be completed including:
 - Date and Time,
 - Description of the person,
 - Gender,
 - Events that took place,
 - Any other relevant information.

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

This policy was up dated September 2024 to be reviewed September 2025.

Signed by Owner _____ Manager _____