

Fire and Evacuation Procedure on the Bus Stop Woodland Site

This policy and procedure has been written to reflect the procedure to be followed during Forest School training whilst on the woodland site with the Bus Stop Pre-School children.

Bus Stop Address: Kitchen Garden, Polesden Lacey Estate, Bookham, RH5 6BD. Pre-School telephone number: 07947736355

What3words: toys.unity.study – These words can be given to the emergency services to find the premises location.

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

The woodland site of Bus Stop has been passed and checked by the Fire Safety Officer. Please see the annually updated Certificate located in the Documents folder in the Lockdown shed.

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 site are clearly labelled and accessible, and are checked regularly for access. The emergency procedure is explained to Forest School students on their first day of training, ensuring they are familiar with the procedures in place.

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The Emergency bag is checked every half term and replenished if items are used/out of date.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

In the event of a fire or a circumstance arises where the woodland has to be evacuated, staff members, students must carry out the following procedure: (Definitions - Adults: refers to the role of Bus Stop team members/FS Trainer).

- Adults call out '1,2,3 where are you? Evacuate! to alert the children/student and adults of danger.
- Children/student 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.

Students are counted.

- 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/student to fire exits, children/student are counted as they exit. Please see woodland site plan overleaf.
- Adult to walk the children/student 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/students /adults. Shed doors/Tent zips are closed to prevent/slow down fire spread.
- Kelly/Kate to join the children/adults/students 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/students 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.

Forest School training may need to be postponed/rearranged with the students due to the nature of the emergency.

This policy was up dated May 2025 to be reviewed September 2025

Signed by FS Lead Trainer _____ FS Trainer _____