



Bearwood College

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NURSERY – FIRE EVACUATION POLICY EARLY YEARS UNIT

Bearwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and contribute to safeguarding and promoting the welfare of children and young people at Bearwood College.

The Bearwood College Policy Documents are revised and published periodically in good faith. They are inevitably subject to permanent revision. On occasions a significant revision, although promulgated within College separately, may have to take effect between the re-publication of the entire set of Policy Documents. Care should therefore be taken to ensure, by consultation with the Senior Management Team, that the details of any Policy Document are still effectively current at a particular moment.

While this current Policy / Procedure may be referred to elsewhere in Bearwood College documentation including particulars of employment, it is non-contractual.

Authorised by the Headmaster on behalf of the Governors, following Resolution by the Board in January 2012

Nursery - Fire Evacuation Procedure

Early Years Unit

During evacuation staff will be deployed in the following way:

1. All staff to assist with the room they have been assigned to on that day.
2. A Ladybird staff member must place a maximum of 6 babies into the evacuation cot. Once the evacuation cot is full, the staff member responsible must leave the premises. The remaining babies are to be carried out of the nursery. All other baby units are to evacuate out of the nearest fire escape and help other units to evacuate where needed. Each unit is to collect the fire evacuation bag on exit.
3. A Caterpillar member of staff is to notify the 2-3 room there is a fire by using the alarm provided or by knocking on the window if more appropriate.
4. This same person is to ensure that the office has heard the alarm.
5. Each room is to take their own register. It is also vital that these registers are kept up to date as children and staff come and go.
6. The Butterfly room is to ensure they take the visitors book with them.
7. No member of staff is to re-enter the building once they have evacuated until / unless authorised.
8. No member of staff is able to allow the children to be signed out by parents until a full nursery register has been taken and the Nursery Manager or other senior member of staff has confirmed that it is safe to do so or that it has been confirmed that the nursery can re-enter the premises.
9. Ensure where possible that doors and windows are shut. In the event of a bomb alert windows and doors are to remain open. The assembly point is in the sports court opposite the Early Years Unit. If the main entrance is blocked, exit via your back door in your units and walk around to the assembly point.

In the event of an emergency, remain calm and walk quietly and without panic.

It is each staff member's responsibility to familiarise themselves with these procedures.

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