



## **Emergency Evacuation Procedure**

**Reviewed Jan 2017**

Free Rangers understands the importance of having a clear, concise and well practised emergency evacuation procedure. Free Rangers has notices outlining the emergency evacuation procedure located by the staff toilets. Fire exits are clearly marked, are not obstructed at any time, and are easily opened from the inside.

Fire fighting equipment is regularly tested in accordance with manufacturer's guidance.

The manager is responsible for arranging emergency evacuation drills. These drills will take place regularly and staff will be informed of when they will occur. Periodically, the manager will hold an emergency evacuation drill without prior warning. All emergency evacuation drills and equipment checks will be recorded in the Health and Safety folder.

In the event of an emergency in the main nursery or baby unit located in the farm house:

- The person discovering the fire/emergency should sound the nearest alarm
- On hearing this alarm all members of staff must collect the children and proceed to the nearest fire exit and then assembly point. The assembly point is located in the upper car park, for the main nursery staff and children. For the baby unit the assembly point is located at the end of charlotte's garden or in the cabin, in the event of rain.
- The fire alarm for the main nursery is separate to the baby unit. If the main nursery alarm sounds we would ask the baby unit children to make their way inside, there is no need to evacuate the babies to their assembly point. If the fire alarm sounds for the baby unit there will be no need to evacuate the main nursery children, we would only ask that any children on forest school make their way to the cabin until safe to return to normal activity.
- If there is a fire in one of the farm buildings, depending on location and smoke etc we would sound the alarm in the main nursery building and the assembly point would be the Hive's garden instead of the carpark that is close to the farm buildings.

- Room leaders are responsible for collecting their registers before leaving any of the buildings and making sure the children and staff are accounted for. Any missing persons should be reported to the most senior member of management immediately. The most senior member of management should then sweep the building (if safe to do so) and collect the visitors book on exit.
- The emergency services are automatically called when the fire alarm sounds.
- When the emergency services arrive the most senior member of management should liaise with them and inform them whether all persons are accounted for, the location of the emergency and any other information that would be of assistance e.g. location of water points.
- Only the most senior member of management can decide if and when it is safe to re-enter the building. This must be done in liaison with the emergency services.
- Where it is not possible to return to the building, the children from the main nursery will be taken to the Baby unit in the Farm House, where they will be kept warm and dry, to await collection by their parents/careers. In the event of the fire/emergency being in the baby unit (farm house) the babies will be taken to the main nursery. In the event that both buildings are out of use the children will be gathered in an agreed outbuilding on the farm to await collection. The most senior member of management is responsible for arranging for the parents to be contacted. Contact information can be accessed via the internet on connect or from files in the office.

There may be times when the nursery will need to be closed in an emergency. In these exceptional circumstances, the staff of Free Rangers will take all necessary steps to ensure that the children are kept safe. Such emergencies may include, but are not limited to; severe weather conditions; burst water pipes; power failure; loss of heating; structural damage; fire/bomb threat; serious accident or illness.

If the nursery needs to be closed during opening hours due to any emergency, all staff and children will assemble at a prearranged point where a register will be taken. The manager will then proceed to contact all parents/ careers to arrange collection of their child, and will take the necessary action in relation to the cause of the closure. All children will be supervised until they are safely collected.

Due to the nature of these extreme circumstances that are beyond our control, fees remain payable in full.

This policy was first adopted at a meeting of Free Rangers held on 1<sup>st</sup> August 2011, amended in May 2016 and Jan 2017.

Signed: \_\_\_\_\_ Role: Owner

Signed: \_\_\_\_\_ Role: Co-Owner

Signed: \_\_\_\_\_ Role: Nursery Manager