

Date Reviewed:	June 2024
Review Date:	June 2027



Agreed by: Steering Committee

Date: July 2025

Name: Natalie Sadler

Signature: Signed electronically on Gov Hub

## Fire and Emergency Evacuation Plan June 2024

**Fire Marshals** – Each area to have a nominated Fire Marshal:

- Butterflies – Butterflies staff
- Daycare – senior practitioner
- Dragonflies – inside room practitioner
- Bumblebees – inside room practitioner
- Office – office team member on duty

- Each Fire Marshal is responsible for giving information to the office regarding the safe evacuation of all persons from their area
- They are responsible for communicating via the walkie-talkie in the event of fire.
- They should wear a High-Vis jacket in the event of fire to make it clear the role they have.

### Walkie-Talkies

- These are labelled corresponding to the zoned areas of the fire map
- They should be collected daily for each area of the setting from the front office and returned at the end of the day
- They should be on channel 15 and at full volume
- When a member of staff takes a walkie-talkie they should check in to ensure communication is working correctly, the office staff will respond to any checks
- In the event of the walkie-talkies not working it would be the responsibility of an available member of staff to communicate people were out of the building
- In using the walkie-talkie, it is imperative that you hold down the button first, pause a second, then speak slowly and clearly, finishing with the word OVER, so that the listener can be sure they have heard all of the message,
- The final response is then OVER and OUT

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### **In the event of the alarm sounding**

Practitioners should ensure the safe evacuation of all children and families to the safest fire assembly point

Those fire marshals inside should collect the following as appropriate:

- a high vis jacket (All)
- walkie-talkie (All)
- emergency bag (DC, CC and NS rooms)
- Mobile phone from the office (Office)
- register/signing in list (DC, CC and NS rooms)
- visitors' book (Office)
- staff signing in board (Office)

and leave immediately checking their area as they do and closing any doors behind them.

### **Assembly Point**

The assembly point is the back gate next to the climbing frame in the nursery garden; numbered points are labelled in the area so that groups of children are not too close. Signs indicate where Bumblebees, Dragonflies, Daycare.

Children's Centre staff and group attendees and Butterflies walk out of Butterflies external door and follow the path to the main gate. They then walk through the passageway to assemble by the back gate. The first adult arriving at the assembly point should unlock the padlock on the gate, keeping the gate closed to ensure that children cannot leave unsupervised so that the gate is ready for the full evacuation of children if needed.

In the event of a full evacuation all staff and those in their care (having communicated with the Office Fire Marshal) should make their way, if safe to do so, to the Meadow.

Those at the fire assembly point, with walkie-talkies should make it known to the Office Fire Marshal that they have everyone safe or report missing persons.

If there is no fire, the Office Fire Marshal having checked the zones indicated by the alarm point, will give the **all clear**.

All Fire Marshals and those with walkie-talkies shall report back that they have received the all clear and only then shall the Office Fire Marshal give permission to return to the building.

Fire Marshals are to report back feedback on the evacuation to the office team for follow up with the Premises, Health & Safety Committee.