



Brenchley Preschool

Emergency Evacuation Procedure.

This procedure details information needed for the safe evacuation of children and adults.

Key staff and responsibilities

The Preschool senior team will in the event of an emergency be visually identified by wearing yellow high visibility waistcoats:

- Manager – Sian Scovell
- Deputy – Helen Excell
- Teddies Class Leader – Zena Ames If above are not on site.
- Rainbows Room leader – Sian Scovell/Helen Excell.

Location of equipment

Fire extinguishers are located in;

- Rainbows Room behind the entrance door
- Teddies inside room by entrance door

Fire Blankets are located in;

- Main kitchen in Teddies class

How to raise an alarm

If you have a serious concern that may result in the evacuation of the building notify a senior member of staff in the first instance who will investigate and initiate the evacuation procedure if necessary.

If smoke, fire or fumes are detected activate the nearest fire alarm. Every external exit has an alarm pad.

The senior team will then alert the fire service stating the purpose of the call and they will send out immediate assistance.

Evacuation of the building

Primary Plan

- When the alarm sounds proceed to the exit door and leave the building turn left out of the Teddies room go out of the gate and turn right up the slope and continue along the path to the school playground turn right on the playground and walk alongside the wall to the right-hand corner. Rainbows room turn right out of the building go through the gate and proceed to the school playground turn right on to the playground and walk alongside the wall to the right-hand corner.
- Senior staff to wear hi-visibility waistcoats located in each room by the fire exits.
- Quickly close windows and doors in your area if safe to do so.
- Office based staff to help evacuate Teddies room children
- Leader of room to take register.
- Last person out to take medication, first aid kit and pushchair (buggy)
- Do not stop to retrieve any personal items from cupboards
- Do not return to the building until instructed to do so by senior staff.
- Senior staff to remain in contact with the Primary School Fire Marshall in First instance Jane Mallon and Sharon Highgate.

Secondary Plan

- If the primary exit is blocked or unsafe exit via garden assembling by the gate at the side of the garden leading on to the school field.
- To open coded padlock set to **7241** push base upwards, remove the padlock
- Go through the gate and proceed on to the school playground.
- Await on the playground for the Fire Brigade to arrive
- Upon arrival of Fire brigade, they may suggest we evacuate to another site
- Follow Senior staff instructions keeping yourself and children safe at all times
- Proceed off the playground and through the staff carpark, turn left and walk up private road to the field, turn right and follow the field until you reach a right hand turn, turn right and follow path down to the exit. Leave via the exit turning left onto the footpath and proceed with caution along footpath. Senior Staff will stop traffic in the road to allow adults and children to cross the road and enter Brenchley Memorial Grounds Car Park. Walk through the front car park until you reach Grays Café enter the café and proceed to the side room. This will be the route we take unless advised otherwise by emergency services personnel.
- Parents and Carers will be contacted from there for them to collect the children
- All staff will remain until the children have been collected or we are notified by the Fire Brigade that it is safe to return to the Preschool.

Evacuation Drills

The Preschool will initiate Fire Drills once every term in conjunction with the Preschool Manager.

Amalgamated Fire Drills will take place with the Primary School also when they initiate them.

The Health and Safety Officer will complete a log of the Fire Drills/evacuations in the Daily Risk Assessment folder notes section. The information log should contain;

- Name of the Senior Member of Staff
- Date and time of the evacuation
- Length of time taken to evacuate the building
- Any actions, incidents or remedial information

Daily Risk Assessment Folder is located in the Rainbows Room.

This Policy was reviewed at a Committee Meeting, held on 1st September 2025.

A handwritten signature in black ink, appearing to read 'Victoria Relle', is centered on the page. The signature is written in a cursive, flowing style.

Mrs Victoria Relle – Chairman of Brenchley Preschool

