Evacuation and Lockdown Procedure

In the event that we need to evacuate the premises for whatever reason, fire, gas leak, electric fire, flooding, premises becoming dangerous.

The most senior member of staff on duty must take lead and decide which is the safest exit point. We have 2 fire exits.

One at the far end of the nursery and one by the kitchen door.

If the hazard is in the front area of the nursery e.g entrance or kitchen;

1. Children must line up as quickly and safely as possible.

2. Deputy or next in charge, staff member to grab emergency bag and lead the children out of the nursery fire exit. With other staff following behind. Making sure the children stay together. Keeping them as calm as possible.

3.They need to stand together on the grass area near the car park, away from the building.

4.The most senior staff must check if its safe to do so the toilets, nursery to make sure everyone is out.

5.While the register is being taken another member of staff must call emergency services to get help as quick as possible.

6.If necessary parents called to collect children as soon as possible.

If the fire or danger is in the nursery follow steps 1,2 only the children exit through the fire door by the kitchen.

Children and staff then assemble around the opposite side of the building around by the big tree at front of the church in the car park.

Follow steps 5,6.

In the event of lockdown (snuggle down).

The most senior staff on duty to make the call snuggle down.

Everyone is to quickly and safely help the children into the office.

As soon as everyone is in the Office door is to be locked straight away.

The office desk to be pushed towards the door, by a senior member of staff. Another member of staff to get everyone to lay down near the bookshelf. While another member of staff call 999 for emergency services. Follow what the emergency services say. DO NOT call anyone else until it’s safe to do so.