



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Fire & Emergency Evacuation Procedure

(EYFS & Ofsted Compliant – 2026)

Purpose

This procedure ensures the safe and swift evacuation of all children, staff, visitors, and contractors in the event of a fire or emergency requiring evacuation. It is written in line with the **EYFS Statutory Framework (September 2025)**, **Ofsted expectations**, and the **Regulatory Reform (Fire Safety) Order 2005**.

Immediate Action

- **All staff must respond immediately and without delay** when the fire alarm sounds.
- Staff must remain calm, reassuring children at all times, and follow evacuation roles as trained.

Evacuation Procedures

Babies and Children Under Two Years:

- Must be placed promptly into the designated **evacuation cot (bomb cot)**.
- Evacuated via the **nearest safest fire exit** as identified in room risk assessments.

Children Aged Two Years and Over:

- Staff must ensure children **line up calmly at the door**.
- Children are led out promptly via the **safest identified fire exit**, without stopping for personal belongings.

Staff Responsibilities During Evacuation

- A **lead member of staff** evacuates the group.
- A **rear staff member** remains at the back to:
 - Check all areas, including toilets and sleep spaces
 - Ensure no child is left behind
 - Close doors behind them where safe to do so

SEND and Individual Needs

- Children with **Special Educational Needs and Disabilities (SEND)** have **Personal Emergency Evacuation Plans (PEEPs)** in place.
- Designated staff are assigned to support identified children during evacuation, ensuring equality of access and safety in line with EYFS welfare requirements.

Essential Items

- **Room staff** must take:
 - Children's daily registers
 - Nursery iPads (for emergency contact access where required)
- **Office staff** must take:
 - Staff sign-in/sign-out records
 - Emergency contact details

Evacuation Timing

- The **entire premises must be fully evacuated within three minutes**.
- Evacuation times are recorded and reviewed as part of fire drill evaluations.

Safety Checks Before Exit

- **Room Health & Safety Officers** conduct a final visual sweep of their area before exiting, where safe to do so.
- **Nursery Management** completes a full building check to confirm total evacuation.
- The **Health & Safety Officer** may identify the alarm activation point or fire source **only if this does not place anyone at risk**.

Assembly Point Procedures

- All children and adults assemble at the designated **fire assembly point**.
- **Registers are called immediately** and a headcount conducted.
- Any discrepancies are reported to the Nursery Manager and emergency services without delay.
- Once safe, **parents/carers are informed** from the assembly point using emergency contact procedures.

Re-Entry Restrictions

- **No person may re-enter the building** until:
 - The fire alarm has stopped
 - The Health & Safety Officer or **emergency services** confirm it is safe to do so

Fire Safety Management

- A **written Fire Risk Assessment (FRA)** is completed by a **competent person** and:
 - Reviewed annually
 - Reviewed after any significant changes
 - Reviewed following drills or incidents
- The **Responsible Person for Fire Safety** is the **Nursery Manager**, who holds overall accountability for compliance and monitoring.

Training and Fire Drills

- Fire drills are carried out **at least once per term**, at varied times of day.
- All drills are **recorded**, including evacuation times and areas for improvement.
- **All staff receive fire safety training**, including:
 - Induction training for new staff
 - Refresher training as required

Equipment Testing and Maintenance

- Fire alarms, extinguishers, emergency lighting, and evacuation equipment are **tested and maintained regularly** in line with manufacturer and legal guidance.
- Records of all checks and servicing are retained for **Ofsted inspection**.

Communication Protocols

- Staff may use **radios or mobile phones** to communicate during an evacuation where appropriate.
- **Office staff contact emergency services immediately** upon alarm activation if services are not automatically alerted.

Post-Evacuation Review

- After **every fire drill or real evacuation**, a formal review is conducted by management.
- Findings are documented and used to:
 - Improve procedures
 - Update risk assessments
 - Inform staff training

This policy was adopted by

The Butterfly Rooms Ltd

On

5th May 2026

Date to be reviewed

5th May 2027

Signed on behalf of the Management
committee



Name of signatory

Miss Aimee Thompson