



## **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**

#### **Immediate Action**

- When the fire alarm sounds, respond without delay.

#### **Evacuation Procedures**

- Babies Under Two: Must be placed in the evacuation cot and taken out via the nearest safest fire exit.
- Children & Staff: Staff must ensure all children line up at the door and are led promptly through the safest fire exit.
- Rear Staff Member: One staff member should remain at the rear to confirm all children are evacuated and doors are securely closed behind them.
- SEND Provisions: Children with Special Educational Needs and Disabilities (SEND) must have designated support staff to assist with evacuation.

#### **Essential Items**

- Room staff must take children's registers and iPads.
- Office staff must carry the staff sign-out sheets.

#### **Evacuation Timing**

- The entire building must be cleared of children and adults within three minutes.

#### **Safety Checks**

- Room health & safety officers must conduct a final sweep before exiting.
- Management will check the building to ensure complete evacuation.
- The health & safety officer may determine the fire's location or source only if safe to do so.

#### **Assembly Point Procedures**

- Registers must be taken, and a headcount conducted to confirm all individuals are accounted for.
- Room staff will notify parents/carers from the assembly point.

### **Re-Entry Restrictions**

- No one may return to the building until the alarms have stopped and the health & safety officer or emergency services confirm it is safe.

### **Fire Safety Management**

- A Fire Risk Assessment (FRA) is conducted and reviewed regularly by a competent person.
- The Responsible Person for fire safety is the Nursery Manager.

### **Training and Drills**

- Fire drills are conducted at least once per term.
- All staff receive fire safety training, including induction training for new staff.

### **Equipment Maintenance**

- Fire alarms, extinguishers, and emergency lighting are tested and maintained regularly.

### **Communication Protocols**

- Staff will use radios or mobile phones to communicate during an emergency.
- The office staff will contact emergency services immediately.

### **Post-Evacuation Review**

- After each drill or real evacuation, a review will be conducted to identify improvements.

This policy was adopted by

The Butterfly Rooms Ltd

On

7<sup>th</sup> July 2025

Date to be reviewed

7<sup>th</sup> July 2026

Signed on behalf of the Management  
committee



Name of signatory

Miss Aimee Thompson