

Weaving Preschool Fire & Emergency Evacuation Policy

Key Details

Preschool Manager: Lisa Cope

Fire Warden: Sian McCurrach

Date written: November 2020

Date of next review: November 20201

This policy will be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance or procedure.

Weaving Preschool Fire & Emergency Evacuation Policy

• Policy Aims

- To ensure the Weaving Preschool community are aware of the circumstances that would lead to an emergency evacuation and what the protocol is if this arises.

• Emergency Instructions (Fire):

1	<p>The action employees should take if they discover a fire:</p> <ul style="list-style-type: none"> • Immediately notify all bodies within the setting via whistle - dependant on where the fire is • Attack the fire if possible, with appliances available, without taking personal risks.
2	<p>How will people be warned in there is a fire:</p> <ul style="list-style-type: none"> • 3 whistles are provided to each pod and this will be used as a means of an alarm
3.	<p>How the evacuation of the building will be carried out:</p> <ul style="list-style-type: none"> • Everyone in the building should leave by the nearest exit and report to the assembly point in the car-park at the front of the building.
4.	<p>Identification of escape routes:</p> <ul style="list-style-type: none"> • All exit doors can be used as escape routes • Backgate in the garden must be pulled across but not locked via the padlock as this will be used as an emergency exit
5.	<p>Firefighting equipment provided:</p> <ul style="list-style-type: none"> • Fire extinguishers are located in circulation areas and near fire exit doors.

6.	<p>Duties and identity of employees with specific responsibilities in the event of fire:</p> <ul style="list-style-type: none"> • On hearing the whistle alarm, all staff will usher visitors out of the building and assemble at the muster point. • Fire Wardens will ensure: <ul style="list-style-type: none"> • areas are cleared of people • All 3 hard copy registers are collected on the way out • Preschool mobile phone is collected on the way out • the Fire Service is called • a roll call is made to ensure everyone is out.
7.	<p>Arrangements for the safe evacuation of people identified as being especially at risk, such as those with disabilities, members of the public and visitors:</p> <ul style="list-style-type: none"> • Visitors: the staff must give visitors information about fire procedures when they arrive. Staff must also take responsibility for any visitors they may have and ensure they leave the building by the nearest exit. • Children or Adults who have been identified as having SEND: specific arrangements may need to be made for those with disabilities. For the children who attend our setting and have been identified as having SEND, the Fire Warden and the SEND Lead will co-ordinate and ensure that each, individual SEND child has their own personal Evacuation Policy that all staff are aware of.
8.	<p>How will the Fire Service and any necessary emergency services be called and who will be responsible for doing this.</p> <ul style="list-style-type: none"> • On hearing the alarm, Sian McCurrach will dial 999 and ask for the Fire Service or other emergency service as appropriate.
9.	<p>Procedures for liaising with the Fire Service on arrival and notifying them of any specific risks, e.g. the location of highly flammable materials:</p> <ul style="list-style-type: none"> • Sian McCurrach will liase with the Fire Brigade on their arrival.

Date & Signature:

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