**Fire Evacuation Procedure – 0-2’s Room**

On discovering a fire/hearing the fire alarm:

• Calmly raise the alarm by shouting loudly and sounding the alarm with the bells by the front door/on the kitchen windowsill by the phone deposit box.

* Telephone emergency services: dial 999 and ask for the fire service.

• The room lead will assess the situation and where possible instruct staff to take up the following positions:

* 2 members of staff (closest to the safest fire exit) will take travel cots and the emergency evacuation bag (containing nappies, wipes and blankets) to the evacuation point situated at the end of the lane adjacent to the car park.

Once there – erect the travel cots next to the fence and remain in place to receive children being brought out of the building. Keep children calm and contained within that area.

* 2 members of staff to ferry children from the building to the evacuation point.
* Room lead should stay in the room with the remaining children.
* Any additional staff will ferry children and take pushchairs with sleeping children in, to the evacuation point.
* Room lead will check the sleep room, baby section and the toilets for any remaining children/staff members and is the last to leave the building.

• No staff should stop to collect personal belongings on evacuating the building.

• Do not re-enter the building once evacuated or attempt to fight the fire.

• Do not attempt to go back in if any children or adults are not accounted for.

• Wait for emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

• Stay where you are safe

• Keep the children calm and together

• Wherever possible alert the manager of your location and identity of the children and other adults with you.

The manager/room lead is to:

• Pick up the children’s register, staff register, emergency parent contact list, mobile phone, keys and visitor book

• In the fire assembly point area check the children against the register

• Account for all adults: staff and visitors

• Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

**Fire Evacuation Procedure – 2-3’s Room**

On discovering a fire/hearing the fire alarm:

• Calmly raise the alarm by shouting loudly and sounding the alarm using the hand bells situated at the front door and on the kitchen windowsill by the phone deposit box.

* Telephone emergency services: dial 999 and ask for the fire service.

• Staff will gather all children at the gate, ready to leave the room.

* 1 member of staff will lead the children out of the room whilst another member of staff will count the children out.
* All staff will lead children to the front door (if this is deemed to be the safest emergency exit), except for the room lead who will check the sleep room and toilets. If the fire is coming from the direction of the front door, an alternative exit should be used by going through the kitchen to the nearest fire exit. The group will leave the building (counted as they leave) and walk in pairs to the fire evacuation point situated at the top of the lane adjacent to the car park.
* After doing a final check for children, the room lead will take the evacuation bag (containing snacks, nappies, water) and register and leave the building to join the group at the evacuation point.
* Children will be kept calm and safe within the evacuation area and the room lead will check all children against the register.

• No staff should stop to collect personal belongings on evacuating the building.

• Do not re-enter the building once evacuated or attempt to fight the fire.

• Do not attempt to go back in if any children or adults are not accounted for.

• Wait for the emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

• Stay where you are safe.

• Keep the children calm and together.

• Wherever possible alert the manager of your location and identity of the children and other adults with you.

The manager/room lead is to:

• Pick up the children’s register, staff register, emergency parent contact list, mobile phone, keys and visitor book. Check all areas including the toilets and office for any remaining children or adults.

• In the fire assembly point area check the children against the register.

• Account for all adults: staff and visitors.

• Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

**Fire Evacuation Procedure – 3+ Room**

On discovering a fire/hearing the fire alarm:

• Calmly raise the alarm by shouting loudly and sounding the alarm using the hand bells situated at the front door and on the kitchen windowsill by the phone deposit box.

* Telephone emergency services: dial 999 and ask for the fire service.

• Staff will tell children to find a partner and gather at the gate, ready to leave the room.

* 1 member of staff will lead the children out of the room to the main doors and another member of staff will count the children out.
* All staff, will assist children to the front door. (If the fire is coming from the direction of the front door, an alternative exit should be used by going out through the kitchen to the nearest fire exit). The group will leave the building, being counted as they leave, and walk in pairs to the fire evacuation point situated at the top of the lane adjacent to the car park.
* After doing a final check for children in the room/church/toilets, the room lead will take the evacuation bag (hanging in the story corner - containing snacks, water) and the register and leave the building to join the group at the evacuation point.
* Children will be kept calm and safe within the evacuation area and the room lead will check all children against the register.

• No staff should stop to collect personal belongings on evacuating the building.

• Do not re-enter the building once evacuated or attempt to fight the fire.

• Do not attempt to go back in if any children or adults are not accounted for.

• Wait for the emergency services and report any unaccounted persons to the fire service/police.

If you are unable to evacuate safely:

• Stay where you are safe.

• Keep the children calm and together.

• Wherever possible alert the manager of your location and identity of the children and other adults with you.

The manager/room lead is to:

• Pick up the children’s register, emergency parent contact list, staff register, mobile phone, keys and visitor book. Check the mezzanine and back garden for any remaining children and adults.

• In the fire assembly point area check the children against the register.

• Account for all adults: staff and visitors.

• Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.