

## **Emergency Evacuation Procedure**

### **Fire Evacuation**

In the event of a fire, the following procedure will be followed:

- Sound the fire alarm by Whistle and Radio. Drill call via the radio to be used to alert where the fire is and to alert farm staff.
- Office staff will call the fire brigade and meet the nursery team at the Assembly point with the register.
- All staff and children exit buildings using the designated fire exits.
- Assemble at the fire assembly point located on the grass opposite the pond.
- The Manager (or deputising Manager) will stay behind to check that all children have left the building.
- The Manager (or deputising Manager) will collect the emergency evacuation bag. A mobile phone, contact details of parents/carers and the register of all children attending are brought to the assembly point, to enable checks to be carried out as quickly as possible.
- At the fire assembly point, take a register to account for all the children and staff. It is the responsibility of the Manager (or deputising Manager) to ensure all staff and children are accounted for during and after an evacuation.
- Manager (or deputising Manager) will call the fire brigade (radios to be used to contact a landline in the Farm Office to call the fire brigade).
- If it is deemed safe to do so, relocate the children to a more suitable place e.g. children may be relocated to a building on the opposite side of the farm to the site of a fire.
- Call parents if it is determined that it is unsafe to continue with the daily running of the nursery. If possible, children will be collected from the Farm Fun Bus or another building, located at a minimum safe distance from the site of the fire.
- Listen to instructions given by the fire brigade and do not return to the site of the fire until told it is safe to do so. No children will be allowed back to the site until a thorough risk assessment has been carried out.
- Record the fire in the incident book and inform the insurance company.
- It is the farm Owner's responsibility to ensure the safe evacuation of farm workers and of farm animals, where necessary.

This policy was adopted at a meeting of The Natural Nurture Nursery Management Committee held on the 22<sup>nd</sup> January 2016.