



## Suitable premises

### 3.5 Fire safety: Procedure for evacuating the building

#### Getting the children out of the building

1. The bicycle horn (kept on the side, by the CCTV screen) is our fire alarm. Whoever suspects there is a fire should use the horn and make sure that all members of staff have heard. **It's especially important to check the staff in the outdoor classroom have heard the horn.**
2. The senior in the main classroom assumes control. (The senior could be the Manager, the Deputy or the third in charge.)
3. Any staff who supernumerary (e.g. in the office) should go immediately to the Minis area to see if help is needed carrying children out.
4. The senior decides which fire exit is to be used and tells other members of the team. (There are three fire exits – in the toilets out to the playground; in the Minis' sleep room; and the nursery's front door.)
5. Staff help the children line up as follows:
  - a. Children in the main classroom line up by the door to the toilets.
  - b. Children in the outdoor classroom line up in the art room, by the door into the toilets.
  - c. Children from the Mini Monties **may** line up with the older children, by the door to the toilets. (It is likely and desirable that the 2s, 3s and 4s will line up and start to leave the building before the Minis group have been able to line up in the classroom.)
  - d. Children in the playground stay where they are. When the staff outside learn that the nursery is being evacuated they should line the children up in the playground by the exit to the car park.
6. The senior in charge:
  - a. Asks the Minis team if they need support and assigns staff to help if necessary.
  - b. Assigns someone to sweep the building (including kitchen and office) and outdoor classroom.
  - c. Assigns someone to the front of the children's line and someone to the middle.
  - d. Picks up
    1. The register
    2. The blue staff folder
    3. The visitors' signing in book
    4. The phone (it still works in the car park).
  - e. Takes up a position at the back of the line.
7. When the 2s, 3s and 4s are ready, the senior gives the order for staff to lead the children out of the building. (There is no need to wait for the person assigned to sweep the building.)

#### Once the children are outside



1. The children are taken to the congregation point – the top of the car park.
2. If the children are going through the playground, the senior nominates someone to open the playground gate while shutting the car park gate. All the children should be kept back from the gate at this point, to ensure they don't get out on the road.
3. When the children reach the congregation point, the senior takes the register for both children and staff.
4. While the register is being taken another member of staff dials 999. The nursery address and post code are given. The full postal address is: The Old School House Montessori Nursery, De Montfort Road, Lewes, East Sussex, BN7 1SP.
5. Once all children are accounted for, the staff will take stock of the situation. If the Fire Brigade have arrived and given the all clear, the children can return to the nursery.
6. The car park is a safe environment for the children and they can remain there while the situation stabilises. If necessary, however, staff could escort the children to St Pancras Primary School, on De Montfort Road, where the children can wait and parents/carers be contacted.

### Evacuating the Mini Monties

1. When the alarm is sounded the room lead in the Minis consults with the senior in the main classroom about the fire exit to use and tells the senior how many extra staff they need to get the Minis out. The senior assigns the extra staff to the Minis.
2. Each member of staff picks up one child who is unable to walk and holds the hand of a child who can walk.
3. The Mini Monties room leader makes sure everyone leaves the baby room together.
4. The Minis go straight out of the designated fire exit. It is unlikely that the Minis will line up in the main classroom with the 2s, 3s, and 4s as these older children will probably leave the building quicker than the Minis.
5. **This policy was updated and reviewed in:**
- 6.

Reviewed date	Name	Signature
September 2015	Stuart Watt	
May 2016	Stuart Watt	
August 2016	Stuart Watt	
September 2016	Stuart Watt	
April 2017	Stuart Watt	
April 2018	Lindy Baldwin	
August 2018	Lindy Baldwin	
April 2019	Lindy Baldwin	
May 2019	Stuart Watt	
January 2020	Stuart Watt	
January 2021	Stuart Watt	

January 2022	Stuart Watt	
March 2023	Stuart Watt	