



Suitable Premises

3.4.2 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 front or back gardens 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 kitchen) 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 – the nursery's front door and the two back garden exits.)
5. Staff help the children line up as follows:
 - a. Children in the main classroom line up by the fire exit to be used. (If possible, this will be the front door, as this is the door that the Minis will likely use.)
 - b. Children from the Mini Monties (with the help of their carers) line up by the stair gate to their room. (It is likely that the Minis will leave the building via the front door.)
 - c. Children in the front or back gardens stay where they are. When the staff outside learn that the nursery is being evacuated they should line the children up by the nearest gate. They wait to see if the children indoors are going to join them. If not, they leave by the gate and lead the children to the assembly point.
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), toilets and outdoor spaces. This person tells staff outdoors which fire exit is being used by the children indoors.
 - c. Assigns someone to the front of the children's line.
 - d. Picks up
 1. The iPad register
 2. The black 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.)
8. The children stay inside our gates until everyone has left the building. The staff at the front of the queue go to the gate to the car park to make sure it stays closed.



9. When the senior is sure that the children have left the building, she/he tells the children to stay on the path and to take care of cars, and asks the staff at the front of the queue to open the gate.

Once the children are outside

1. The aim is to take the children to the assembly point – the grass in front of the office on the far side of the quadrangle.
2. Great care has to be taken given that the children have to cross the car park.
3. If the children are going through the back garden, the person at the front of the queue opens the locking bolt but keeps the gate closed.
4. The children are led across the car park to the assembly point.
5. When the children reach the congregation point, the senior takes the register for both children and staff.
6. 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: **School House Nursery Uckfield, 6-7 Falmer Court, London Road, Uckfield, TN22 1HN.**
7. 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.
8. The car park is a safe environment for the children and they can remain there while the situation stabilises. If necessary, however, staff could lead the children into the reception area of the nearest office.

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.

This policy was reviewed on:

Review date	Name	Signature
September 2025	Rachel Holmes	