

Langshott Ladybirds Nursery

Emergency Evacuation Policy

We aim to ensure the safety of children, staff and visitors at Ladybirds Nursery

Regular practice evacuations are carried out and recorded on our fire drill log., this is displayed on the notice board in the main nursery room. Drills are evaluated and changes made where necessary in order to best protect everyone at Ladybirds.

On discovering a fire or emergency likely to cause physical harm:

The member of staff or visitor on discovering the emergency or fire should

- Raise the alarm shouting calmly and clearly, ringing our bells (if a full site evacuation a continuous alarm will sound)
- All adults will immediately commence evacuation of the building through the nearest safe exit.
- Manager will pick up the nursery phone and check toilet area (picking up any emergency medication), cloakroom, office and main room, closing doors behind her, assistant manager will pick up the register and check headcount as they leave the building.
- Adults will lead the children through our gate onto the school playground and make their way to the assembly point (MUGA pitch) which is beyond the school playground.
- Staff will check all children visitors and staff against the register.
- **If staff are in the garden with children (ratios must always be maintained in the garden)**
- Staff member will go to the garden if there is only one member of staff with the children to help bring the children back.
- Garden staff member will use the hooped walker to bring the children back from the garden if safe to do so. HOOPS WILL BE TAKEN TO THE GARDEN EVERY DAY WITH THE FIRST GROUP OF CHILDREN AND WILL THEN REMAIN THERE.
- In the unlikely event that it is not safe to return through the nursery playground the children will be taken to the Oakwood Sports Centre and await instructions.

In an event of an intruder or potential exposure to toxins (School will sound an intermittent alarm)

- We will follow the same procedure as above except that we will take our children to the school library and make it known to the school secretary that we have an emergency situation. If this is not possible we will secure the children inside the nursery building, pulling down all the blinds and securing all doors and will inform the school by phone.
- Nursery manage will contact the appropriate emergency service using 999.
- Once safe to do so nursery will email parents with instructions for collecting their children if this is deemed necessary.
- **WE REQUEST THAT PARENTS DO NOT TRY TO CONTACT NURSERY NOR TRY TO COLLECT THEIR CHILD UNTIL ADVISED TO AS OUR PHONELINE AND SUROUNDING AREA WILL NEED TO BE KEPT CLEAR FOR EMERGENCY SERVICES.**

In the event of a incident in our garden area, the member of staff will ring the call bell and the relevant procedures will be followed as per the above

We will follow emergency services instructions until it is safe to return to the nursery building.

If an emergency evacuation is require for the whole school and nursery we must follow the school emergency evacuation procedure, a copy of which is attached