



EMERGENCY EVACUATION PROCEDURES

Purpose

These procedures are intended to direct the safe evacuation of the premises in the event of an emergency such as a fire.

Scope

These procedures apply to all staff, children, volunteers, parents and visitors.

References

These procedures have been arrived at after broad consultation with staff and fire officers.

Responsibility

The ultimate responsibility for the implementation of these procedures lies with the management.

Fire Officers – Cilla Hetherington (Manager), Shona Lockhart (Deputy Manager)

Fire Alarm

ON DISCOVERING A FIRE

1. RAISE THE ALARM

Break the nearest alarm glass and inform the Duty Fire Officer if practical.

There is an automatic link to the fire department and police in the event of a fire. The office staff will also dial 999 using the mobile phone.

2. ATTACK THE FIRE

ONLY if it is safe for you to do so, using the fire-fighting equipment provided.

ON HEARING THE FIRE ALARM:

1. The practitioners will escort the children promptly from the premises, to the designated assembly point in a calm orderly manner through the safest, nearest exit. If leaving through the outdoor area exit through the gate leading in to the car park.

All babies should be placed in the evacuation cots and exit through the outside gate nearest to the playroom if leaving from the playroom. 3 babies to each cot (6 babies, 2 cots/ 9 babies, 3 cots), 4 babies maximum in one cot.

Staff and children should stay together where possible, leaving in one group unless this will put them at risk. One member of staff should always lead the group of children out of the building and through the outdoor area, any other staff members should be spread out throughout the line and one member of staff at the back.

On leaving the room, staff should collect the register and medicines from the cabinet. Staff should check the toilets and areas of the playroom before leaving.

Staff should ensure there is a clear path for themselves and children leaving the room and outside area (e.g. toys pushed out of the way, fences opened widely.)

Any staff on non-contact should help any staff and children they meet on route to the exit.

For soft play – refer to risk assessment for soft play.

The designated assembly area is – the Car Park, at the furthest point (short pavement at end of car parking spaces).

2. The Manager / Deputy will

- Check the Toilets, Training Room, Consulting Room and Soft Play to ensure they are empty and sweep the building. Rooms with only one entry point that are not in use should be locked at all times.
(During a drill they should also time the operation to establish the time taken to evacuate the building.)
- Shut off the gas and electric if possible.
- Ensure that windows and doors are closed so long as personal safety is not at risk.
- Prevent service users from entering the building
- Advise staff when it is safe to re-enter the building
- All of 4. If office staff are not present
- Speak to firemen on arrival

3. Office staff will

- be responsible for dialling 999 using the emergency mobile, uplifting the staff/visitor sign in sheets, emergency contacts, first aid kit, key to dryfesdale hall and point 3 if manager/deputy absent.

All of above items will be stored in an emergency backpack.

4. At the Assembly point the register will be taken promptly to ensure that all children and members of staff are present. Staff should also do a head count to ensure the numbers match the register. It is imperative that all children are signed in and out of the facility on arrival/departure.
5. All Practitioners are to remain with the children at all times, at the assembly point, until instructions are received from the fire brigade or person in charge that they can return to the building.
6. If it is not safe to return to the building, instructions from the fire brigade or person in charge should be followed and immediate action taken to contact the parent/carer to arrange for the collection of the children as soon as possible from a place of safety i.e. Dryfesdale Hall.
7. On return to the building the Manager / Deputy should complete the fire drill record appropriately. The details should include date, number of children and adults present, time taken to evacuate the building, any difficulties/special circumstances occurring.

Every member of staff should be aware of alternative safe exit routes from his / her room.

TOP PRIORITY AT ALL TIMES IS THE SAFETY OF THE CHILDREN WHO SHOULD BE REMOVED FROM THE BUILDING AS QUICKLY AND SAFELY AS POSSIBLE.

Fire Safety Notes

Safety Checks and Procedures

- * All staff will be informed of the procedure of evacuation during their induction.
- * A copy of the evacuation procedures will be displayed in each of the playrooms and kitchen.
- * A copy of the complete Evacuation Procedures document should be kept in each "Policies and Procedures" file and all staff should be familiar with its contents.
- * Fire Drills will take place at least once a term.
- * It is imperative that all staff, children and visitors to M.A.P. sign in and out of building.
- * Do not delay departure to collect personal belongings or putting on shoes.
- * Fire Fighting Equipment located in specific rooms should be positioned near the main exit door and kept free from obstruction.
- * The Fire Safety Equipment will be checked at least once per year by Solway Fire/CHUBB
- * All electrical equipment will be maintained in accordance with the Electricity at Work Regulations 1989. P.A.T testing annually.

Fire Precautions

Please see attached risk assessment

ALL staff must be fully conversant with and follow the above procedures.

Contingency Arrangement

In the event of an unexpected closure of Mid Annandale Playcare due to unforeseen circumstances or an emergency, the following strategy will apply:

- All children will be taken to a place of safety - Dryfesdale Hall.
- Parents will be contacted to advise them of the relocation of their child.
- If parents are unavailable their emergency contact will be notified

- A note will be placed on the door of the building informing parents of the whereabouts of their child.
- In the event of the area being sealed off, a staff member will be on hand to answer any questions and reassure parents of the safety of their child.
- Parents will be advised of the probable length of time that their children will be looked after in temporary premises.
- Care Inspectorate will be contacted immediately to apply for a variation to registration.
- The temporary accommodation will be made as pleasant and stimulating as possible having regard for the children's safety.
- Parents will be notified of the temporary contact number of the premises and assured that the quality of care, given to the children, will not be affected in any way.
- Education and professionals who frequent M.A.P. will be informed of contingency arrangement.