



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
Burntwood, Staffordshire, WS7 2BY
contact@oakbridgelittlelearners.co.uk
01543 686099



EMERGENCY EVACUATION

If a member of staff is aware of a fire in, or in the vicinity of the nursery they should sound the FIRE BELL immediately and call 999

1. Upon hearing the fire alarm staff are to calmly gather all children and assemble by the safest, nearest fire exit. There are 3 exits in total. All staff and students who are in the rooms must help.
2. Lyn, Lauren, Olivia must collect the registers, prescribed medicines and a charged mobile phone and make a head count of the children in their rooms and collect the office tablet with the fire register loaded.
3. As staff are leading children to the fire exit, Baby Room lead will collect the evacuation cot and baby emergency bag (under 2's). Brie and Eloise will collect for the over 2's. This contains the emergency contact numbers.
4. All staff will lead children to the designated assembly point which is either the rear of the car park or the white wall at the front of the building.
5. At the assembly point a senior member of staff will conduct a head count so each child is accounted for and register on the Nursery in a Box Fire register.
6. Staff will lead children back into the building only if it has been confirmed that 'IT IS SAFE TO DO SO'.
7. In the event of a fire once everyone has exited the building you MUST NOT RETURN FOR ANY REASON.
8. Fire Log details form attached to be completed after each evacuation.

In an actual emergency evacuation, where the building is no longer safe the children will be escorted to Chase Terrace High School where all the parents will be contacted for them to collect their children.



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Fire Log to be completed after every fire evacuation

<u>Date and Time</u>
<u>How many children</u>
<u>How many adults</u>
<u>Duration of evacuation</u>
<u>Problems encountered</u>
<u>Action plan</u>