



Oakbridge Little Learners LTD
66-68 Bridge Cross Road
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EMERGENCY EVACUATION

Policy Statement

Oakbridge Little Learners Ltd is committed to ensuring the safety of all children, staff and visitors in the event of an emergency evacuation, including fire.

This policy should be read in conjunction with the **Parent Handbook, Health & Safety Policy, and Safeguarding Policy.**

Emergency Evacuation Procedure

Raising the Alarm

- Any member of staff discovering a fire or suspected fire must **activate the fire alarm immediately** and **call 999**.
 - Staff must remain calm and reassure children throughout the evacuation.
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Evacuation

1. Upon hearing the fire alarm, staff will **immediately gather all children** and proceed via the **nearest safe fire exit**.
2. All staff, students and visitors present must assist with the evacuation.
3. The **Management Team** or designated staff member will:
 - Collect the **attendance register**
 - Collect **prescribed emergency medication**
 - Take a **charged mobile phone**
 - Ensure the **fire register on Nursery in a Box** is accessible
4. For children under 2 years:



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- The **Baby Room Lead** will collect the evacuation cot and baby emergency bag
5. For children over 2 years:
- Designated staff will collect the emergency contact information

Assembly Point

- All children and staff will assemble at the **designated fire assembly point**, as identified in the nursery's fire risk assessment.
- A **senior member of staff** will conduct a full headcount and register check using **Nursery in a Box**.
- Any discrepancies must be reported immediately to emergency services.

Re-Entry

- No one must re-enter the building **for any reason** until emergency services or a responsible authority confirms it is safe to do so.

Relocation (If Building Is Unsafe)

- If the building cannot be re-entered, children will be escorted to the **designated place of safety:**
Chase Terrace High School
- Parents/carers will be contacted immediately using emergency contact details, as outlined in the **Parent Handbook**, to arrange collection.

Fire Drills and Recording

- Fire drills are carried out regularly in line with health and safety guidance.



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- A **Fire Evacuation Log** is completed after every drill or emergency evacuation and includes:
 - Date and time
 - Number of children and adults evacuated
 - Duration of evacuation
 - Any issues encountered
 - Actions taken or required

Records are reviewed to ensure continuous improvement.

Policy Review

This policy is reviewed regularly to ensure compliance with safeguarding and fire safety requirements.

Created: August 2015

Reviewed: January 2026



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FIRE EVACUATION LOG

Evacuation Details

- Date: _____
- Time: _____
- Type: Fire Drill Actual Emergency
- Reason for Evacuation (if emergency):

Attendance

- Number of Children Evacuated: _____
- Number of Staff Evacuated: _____
- Visitors / Contractors Present: Yes No
If yes, how many: _____

Evacuation Process

- Time Taken to Evacuate Building: _____
- Assembly Point Used:
 Designated Fire Assembly Point
 Place of Safety (specify): _____
- Registers Checked: Yes No
- All Children Accounted For: Yes No

If No, details and action taken:



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Issues Identified

Please note any issues encountered (e.g. delays, blocked exits, distressed children, equipment issues):

Actions Required / Improvements

Detail any actions needed to improve future evacuations:

- Action Assigned To: _____
- Target Completion Date: _____

Confirmation

- Evacuation Led By (Name / Role): _____
- Recorded By: _____
- Signature: _____ Date _____

Management Review

(To be completed by Nursery Manager / Designated Lead)

- Review Completed By: _____
- Date Reviewed: _____
- Further Action Required: Yes No



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If yes, details:
