



FIRE AND EMERGENCY EVACUATION PROCEDURE

Little Professors Nursery is fitted with an automatic fire detection system from the main college building. When an alarm goes off in the main building, the nursery will be evacuated to ensure the safety of all the children, and staff.

The nursery's evacuation point is The Hub. Parents will be contacted as soon as possible using the contact numbers are in the address book. The signing in sheets for children, staff, students, visitors and address book **MUST** be taken to the assembly point and children and adults accounted for.

For extreme emergencies e.g. bomb evacuation the nursery will follow directions given from college fire wardens, and meet in the Arboretum, on the grass by the café.

If children need to be collected they will remain with their key person until parent\carers arrives.

Regular head counts will be carried out and the children's welfare closely monitored.

All staff, students, parents and visitors must be aware of evacuation procedure.

The nursery is fitted with a fire alarm, there are also fire extinguishers and smoke detectors fitted in all corridors. These are checked annually by the appropriate outside agencies and staff receive ongoing training in using the equipment.

Exits should be kept clear at all time, free from obstruction inside and outside the premises.

Fire drills will be practiced regularly and recorded. All new students and staff must take part in the practice fire drills.

Fire drill procedure:

- Staff, students, visitors and children need to exit the building when the fire alarm sounds (either Full or intermittent.)
- Babies to be placed in the evacuation trolleys and evacuation cots and to vacate the building via the nearest fire exit, taking the room tablet with them and to do a head count.
- The 2-5 room to vacate the room through the nearest fire exit, taking the room tablet with them, and do a head count.
- Staff/students and visitors to leave the building by the nearest fire exits
- A member of the Management Team to take address book, phone and sign in app tablet, and check the building is clear
- Parents to collect children from assembly point, ensuring that they sign their children out if it is necessary.
- Parents that come to see if their child is ok, must return to the nursery with us and be responsible for their own child.
- Once the building is clear, all children/staff/students and visitors to return to the nursery. A member of the Management Team to carry out a head count, and ensure that all exits are secure.
- Fire drills to be recorded

The nursery is fitted with a fire alarm, smoke detectors, and fire extinguishers,

EMERGENCY EVACUATION & LOCKDOWN PROCEDURE

Little Professors Nursery recognises the potentially serious risk to children, staff and visitors in emergency or harmful situations. The nursery may go into lockdown where there is a perceived risk of threat to the nursery, its staff, children visitors or property. Where possible, the nursery Manager/ deputies, and the college Senior Management Team, will act to ensure the safety of all personnel within the setting

A lockdown might be initiated for a variety of reasons including natural disasters, criminal activity, or another potential threat such as a hostile intruder. Hostile behaviour includes armed threat/violent or threatening behaviour by one or more persons.

A lockdown will be initiated



Nursery Lockdown procedure

If there is an intruder within the college carrying a weapon, then the nursery will go into lock down. During this time, no person will be allowed into, or out of the nursery, we are only to open the doors to nursery when we are told to do so by the person in charge of the lockdown.

The following procedures will be put into place during the lockdown:

- The office will be vacated, so as not to draw attention to people within the vicinity.
- Staff members are to ensure that the children remain within the rooms, and that doors are also barricaded with tables or equipment.
- Where possible if we can stay out of the view of the glass panels within the doors.
- Staff to stay calm and carry on activities with the children to keep the routine as normal as possible.
- As soon as we receive notification that we can open the nursery again we will do so.
- The management team will be split into each end of the nursery, unless there is only one on site then they will go into babies.