

Little Hubbers Day Nursery & Preschool Fire Evacuation Procedure

At Little Hubbers upon finding a fire we will sound the alarm for all staff, children and visitors to be alerted that we need to safely evacuate the premises in an orderly manner.

Once the alarm sounds all staff will gather the children safely to the nearest fire exit to them, remaining calm themselves and ensuring the children are made to feel calm upon exiting the premises.

A member of staff from the Preschool floor will get the evacuation cot out & wheeled into the corridor for the nursery staff to place the younger children from upstairs nursery in

Along with getting the children out of the setting safely, the Senior member of staff from each floor would do a Register check & swoop of the nursery (where it is safe to do so), to ensure all children, staff and visitors have managed to get out, closing all doors behind them. They would also need to collect some items (located near exits for ease of access) to take to the safe place of the seating area on Saville Street, bottom of Bedford Street. Those items are as follows:

1. Mobile Phones
2. Emergency Contact Cards for all children and staff
3. Staff and Children Registers, along with visitors' book
4. Fire Evacuation Bag (bottle of water, cups, blankets, foil blankets, first aid kit)
5. Reins & Walk-o-diles for children

Once all children, staff & visitors are out of the setting and in our meeting place, the registers would be called again and children attached to reins or walk-o-diles for safety. The Manager/Deputy/Person in Charge would contact 999 to report the fire and would then make a start contacting parents/carers of the children to be collected from our safe place. Once all children and staff are accounted for, we will relocate to the Beacon Shopping Centre (outside Barclay bank) open plan square which has seating. To get out of the setting in the Preschool we would gather children to the front doors or back fire exit depending on which is closest and safely walk the children to the safe place of seating on Saville Street.

To get out of the setting in the Nursery upstairs we would carry the children from the room to the stairs and take 2 children at a time down per staff member. They'll be put into the evacuation cot and pushed to our safe place of the seating of Saville Street.

In the event of a real fire we will do all the above but once all children, staff and visitors accounted for and attached to reins (if needed) we would walk to the Beacon Centre and await the collection of children from parents/carers.