



Hardmoor Nursery & Early Years Centre Emergency Evacuation Plan

Policy Statement and Guidelines
September 2024

Mission Statement:

To provide a happy, secure and stimulating environment in which everyone is included, respected and valued, so that they may grow in self-esteem and develop to their full potential.

HARDMOOR EARLY YEARS CENTRE

Emergency Plan and Evacuation Policy/Procedure

Roles and Responsibilities

Responsible Person: Head of Centre

The Responsible Person is responsible for:

- Ensuring that the centre is compliant with legislation in all areas of fire safety, delegating roles and responsibilities where appropriate.
- Ensuring that all staff members, Duty Fire Marshals and Duty Fire Wardens are aware of their roles and responsibilities within their designated area, and during an emergency evacuation.
- Ensure that the lead person for all community users receive a copy of the fire safety and evacuation policy and understand the procedures.

Fire Co-ordinator: Site Manager

The Responsible Person has delegated the following responsibilities to the Fire Coordinator:

- Maintaining the fire logbook.
- Keeping the Fire Risk Assessment up to date.
- Ensuring that the Fire Risk Assessment is completed by a qualified external contractor every 5 years.
- Reviewing the fire risk assessment annually.
- Completing weekly and monthly checks of the fire alarm call points, fire doors and fire equipment.
- Co-ordinating quarterly testing and servicing of the fire alarm system.
- Arranging the maintenance of the fire alarm, fire doors and other fire equipment (as required).

Duty Fire Marshal

The Duty Fire Marshal role is taken on by the Duty Manager. During evacuations, they wear an orange high visibility vest (stored in the red fire evacuation bag).

General Duties:

- Overseeing the fire safety of the entire centre during their shift.
- Ensuring Fire Wardens have been designated and know their roles.
- Ensuring all fire exits are kept free from obstructions, with support from Duty Fire Wardens and Site Manager.
- Supporting and advising Duty Fire Wardens where necessary.

Evacuation Duties:

- Co-ordinating all evacuations. Sharing all relevant information about the building and evacuation with the Fire Service.

- Calling the Fire Service once at the evacuation assembly point.
- Staying on the call (with support from the Admin Fire Warden) until the fire service arrives on-site. Confirming that there is a fire and emergency services are required. Giving the Fire Service the following details:
 - Address
 - Emergency phone number
 - If there are any missing persons
 - Location of the fire
 - Any other information requested by the Fire Service.
- Checking with the Duty Fire Wardens that the number of evacuated persons corresponds with the numbers on registers and signing in sheets for each area. Recording the details and informing the Fire Service if there are any missing persons or people who may be left in the building.
- Checking with the Duty Fire Wardens if their areas were cleared and mark these off on the site map ready to give to the Fire Service.
- Finding out if anybody has seen, heard or smelt evidence of smoke/fire.
- Completing the Fire Marshal Report ready to pass on to the fire service
- Making decisions regarding the need to evacuate to the secondary evacuation point.
- Liaising with the Fire Service when they arrive on site.
- Directing and advising the Fire Wardens to undertake additional duties where necessary.
- Setting up a first aid area and co-ordinating first aid activities away from the view of the children (if required).
- Keeping evacuated persons (especially the children) calm and reassured throughout the evacuation process, with the support of the Duty Fire Wardens.
- Co-ordinating parent pick-up of children (if required).
- Informing parents of the closure of the centre (if required).
- Making decisions regarding the need to evacuate to secondary evacuation point: **St George School: 023 80322603**. During school holidays, St Georges school is open 9 am - 3 pm. If the secondary evacuation point is required outside of these times, the fenced playing field at Leaside way park is used.
- Ensure parents/carers of children and where necessary, staff emergency contacts are contacted. A hard copy of these details is stored in the admin evacuation bag.

Duty Fire Wardens

The Duty Fire Warden for each area is designated at the beginning of each shift. Fire Wardens have designated responsibilities specific to their area, in which, they are responsible for maintaining fire safety and leading evacuations.

See also: Areas of Responsibility (appendix A).

Duty Fire Wardens wear yellow hi-vis vests during evacuations.

Offices and staff areas:

In offices and staff areas the Duty Fire Warden Role is taken on by a member of the admin team. Their responsibilities are:

General Duties:

- Maintaining fire exits free from obstructions and reporting any defects or issues to the Site Manager.
- Ensuring signing in registers are completed and up to date.
- Maintaining the fire evacuation bag and charging the school's emergency mobile.

Evacuation Duties:

- Taking the fire evacuation bag (containing the school mobile), and signing in tablet to the evacuation point.
- Giving the Duty Fire Marshall the fire evacuation bag containing the school mobile and hi-vis vest.
- Supporting the Duty Fire Marshall at the evacuation assembly point and throughout the evacuation process.
- Checking that the number of evacuated adults corresponds to the number of adults signed in on the staff AND visitor signing-in tablet. Reporting these details to the Duty Fire Marshall.

Classroom and Parent Areas

In the classrooms, the Duty Fire Warden is the Room Leader or a designated competent Practitioner. The Duty Fire Warden for each classroom is designated at the beginning of each shift. They wear yellow hi-vis vests during evacuations.

The Room Leader is responsible for checking the evacuation bag contents list each month.

See: Classroom Evacuation Bag Contents (appendix A)

General Duties:

- Maintaining fire safety and leading evacuations in their designated area.
- Maintaining fire exits free from obstructions and reporting any defects or issues to the Site Manager.
- Ensuring registers are completed and up to date.
- Ensuring essential children's medication is put in the evacuation bag

Evacuation Duties:

- Co-ordinating the evacuation of their area in a safe and calm manner.
- Taking the Fire Evacuation Bag for their area and registers are taking to the evacuation assembly point.
- Completing the register for their area at the Fire Assembly Point and feeding back to the Duty Fire Marshal as soon as the numbers are known.
- Reporting any missing persons to the Duty Fire Marshal.
- Reporting any details about the fire that they are aware of, such as the smell of smoke, seeing smoke/flames etc.
- Co-ordinating/administering first aid (if required).
- Supporting and taking direction from the Duty Fire Marshal as required.
- Keeping the children safe and calm throughout the evacuation process.

Lunch Club

- The Lunch Club leader takes the role of Fire Warden.
- If children attending Lunch Club have medication stored at the centre, the evacuation bag from their base will be taken into the hall

See also: Classroom Evacuation Bag Contents (appendix A)

Evacuation Procedure

The evacuation procedure detailed below should be followed in all emergency situations that require immediate evacuation of the building.

In the event of a fire, the priority is to evacuate the children and other personnel (adults) from the Centre. Fire extinguishers should only be used where a fire is blocking the only escape route. Staff activating extinguishers must be trained in their use.

Legislation regarding fire-fighting:

(3) The responsible person must, where necessary— (a) take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned; (b) nominate competent persons to implement those measures and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned.

Fire procedures are displayed by each fire exit.

On detecting a fire:

Activate the fire alarm by breaking the glass on the nearest 'break glass call point'.

On hearing the fire alarm:

- All staff members are to begin the evacuation process detailed below; co-ordinated by the Fire Wardens and Duty Fire Marshall.

Offices and Staff Area Evacuation

- The Duty Fire Warden evacuates the reception office, taking the evacuation bag and register with them and directing all persons in the reception. **Before leaving the office area the fire warden does a final sweep of the offices including the toilet areas (if safe to do so).** They then evacuate to the assembly point which is located at the front of the building on the grassed area by the wooden gate.
- All staff in the offices and staff areas must evacuate through the closest available fire exit, taking any parents or other visitors with them, to the evacuation assembly point.
- Staff do not gather possessions or return to their work area before evacuating the building.
- Once at the assembly point the Duty Fire Warden hands the evacuation pack and school mobile to the Fire Marshal who immediately calls 999 to request fire service response. They then support the Fire Marshall in communicating with the emergency services over the phone until the fire service arrives on-site. The admin staff do not remain inside the building to make the call to the fire brigade.
- The Fire Warden for the admin area checks that the number of evacuated adults corresponds to the number of adults signed in on the staff AND visitor signing-in tablet. If it is suspected that there are persons left within the building, this is recorded and reported to the fire brigade by the Fire Marshall. Nobody re-enters the building to search for missing persons.

Classroom and Lunch Club Evacuation

- The children and all other persons within each classroom room will be assembled together By the Fire Warden and Staff Members.
- Staff in babies room evacuate the sleep room, placing all sleeping children into evacuation cot(s).

- Staff in toddlers room evacuate the sleeping area, placing all sleeping children into the evacuation cot.
- If safe to do so, the Duty Fire Warden does a quick headcount of children before evacuating the building.
- If there are missing children the Fire Warden does a quick sweep of the area (if safe to do so).
- Led by the Duty Fire Warden, all persons evacuate the building via the nearest fire exit and proceed to the evacuation assembly point which is located at the front of the building on the grassed area by the wooden gate.
- Once outside Key Persons will assemble children and the Duty Fire Warden in charge of their area checks that the evacuated number of children from their designated area corresponds to the number of children on their register. If it is suspected that there are persons left within the building, this is recorded and reported to the fire brigade by the Fire Marshall. Nobody re-enters the building to search for missing persons.
- The Duty Fire Warden feeds back all information to the Duty Fire Marshal.
- The Duty Fire Warden and/or Practitioners administer first and essential medication (if required).

Evacuation of Kitchen

- The Fire alarm system automatically cuts off the gas. Kitchen staff should not attempt to turn off the gas or equipment before evacuating the building.
- Before leaving the building the kitchen staff do a quick visual sweep of the kitchen and hall (if safe to do so).
- Evacuate via the fire exit in the corridor next to toddlers Room (turn right out of the kitchen into the corridor, through double white fire doors leading to the car park), directing any parents who may be in the corridor area to the assembly point. If access to this fire exit is blocked, use the alternate fire exit from the hall to the middle playground.

Site Manager

- Site Manager will make a sweep of the building (if safe to do so) while evacuating to the assembly point.

Community Users

- Lead person to keep a register of all present at the group
- Lead person in the group to evacuate all members of the group to the fire assembly point and check that all are present.

Fire Drills

- Fire drills will be carried out once a term (or more frequently if required).
- There will be no prior warning to staff when the drills are scheduled.
- The drills will take place at different times of the day to ensure that all staff follow evacuation procedures
- Outcomes of fire drills are recorded in the Fire Safety Log, reviewed at staff meetings and reported to Governors. Any learning points identified will be actioned with amendments made to the policy/procedure as required.
- Prior to activating the alarm, the person conducting the fire drill calls the monitoring station's automated line to place the system on test. The details for this automated service are located inside the alarm panel and in the front of the Fire Log Book.

Fire Alarm Testing and Maintenance

- The fire alarm call points, sounders and kitchen fire shutter will be tested once a week before 8:00 am. A different call point (and local sounders) will be tested each week. The kitchen shutter is checked at the same time to make sure it automatically closes when the fire alarm is activated. If faults are identified a contractor will be booked in to remedy the issue(s) the same day where possible.
- The entire fire alarm system and control panel is tested quarterly by Southampton City Council.
- Fire extinguishers will be tested by a competent, authorised provider annually and recorded in the Fire Safety Log.
- Emergency Lighting and Fire alarm sounders are tested weekly by the site manager and services annually/bi-annually (as per manufacturers' requirements) by a competent provider.
- Fire doors are checked quarterly
- All electrical equipment is PAT tested annually for conformity and safety
- Testing is carried out by SCC and the Site Manager. When the Site Manager is away from work for one full week or more, the Duty Manager undertakes the weekly fire checks. Testing completed by the Site/Duty Manager is recorded in the fire log book. Testing undertaken by SCC is recorded in the Statutory Testing folder.

Risk Assessments

- The fire risk assessment for the centre will be reviewed annually.
- An independent fire risk assessment will be commissioned from a competent provider at least 5 yearly

Training

- All staff receive fire awareness training on induction and on-line update training annually
- Designated staff are trained as Fire Marshals in accordance with Southampton City Council recommendations

- Fire extinguishers should only be used where a fire is blocking the only escape route. Staff activating extinguishers must be trained in their use.
- Fire procedures are displayed by each fire exit.

Bomb Threat

In the event of a bomb threat or other reason where it is unsafe to remain within the grounds of the centre, all persons will evacuate to St George School, Leaside Way. Children will be escorted by room staff as per usual evacuation procedure with additional assistance from the office; kitchen and site staff.

The Duty Fire Marshall will contact the secondary evacuation point to alert them should this become necessary and send a member of centre staff ahead to coordinate with staff.

Anybody who is outside the building when the fire alarm is activated should NOT re-enter but make their way directly to the assembly point along with any children/other adults in their care.

The member of staff in charge of the centre at the time of the evacuation will decide, following advice from the fire service, if and when it is safe to re-enter the building.

If necessary the member of staff in charge of the centre will ask key persons to phone parents and carers to ask them to collect their children.]

Lockdown Procedure

In circumstances where an outside threat may compromise the safety of children and staff, a lockdown procedure will be implemented.

If a lockdown is declared:

- The Duty Manager will implement the lockdown with the support of the Site Manager and/or Admin Assistant. The school will be advised that it is in 'lockdown' by word-of-mouth, telephone call or walkie talkies.
- All staff will remain in classrooms, if safe to do so, or will be moved to another secure area if the security of their classroom is compromised. Children are kept calm and away from windows with the blinds down / curtains drawn (where fitted).
- All children engaged in outdoor activities will be returned immediately to their classroom, if safe to do so. If it is not safe to do so, staff will be advised what to do over the walkie talkies and should keep the children quiet and calm whilst awaiting advice.
- Room leader to check that all windows and doors are shut and that key padlocks are operational

The lockdown will proceed in the following priority:

- All external doors are secured with keypad entry systems and simply need to be closed immediately by the staff members in each area. Doors are not locked with a key, which may jeopardise the safety of those inside if they need to evacuate or flee the building.
- Parents and children seeking refuge within the building are allowed to enter the secure lockdown area only if it is safe to do so.
- All doors will be checked by the Site Manager and/or Duty Manager to ensure the lockdown is complete.
- Nobody enters or leaves the centre for any reason until the emergency services arrive.

- The Duty Manager will, follow advice from the emergency services, inform staff when the Lockdown procedure is no longer required.
- The Duty Manager will co-ordinate communications with parents as appropriate to the situation, taking advice from the Local Authority and emergency services.
- If an assailant has gained access to the locked-down area, and imminent harm is expected. Staff Members should attempt to flee the building with the children.
 1. Out of the centre and through the front gates.
- The Duty Manager will inform the Chair of Governors as soon as possible

Business Continuity

- The Centre aims to return to business as usual at the earliest, safest, opportunity with minimum disruption to children and families
- Where it is safe and appropriate to do so, children will remain on-site following a lockdown procedure and continue with the usual rhythm of the day. Parents will be provided with information about the incident as appropriate and detailed in (6) above.
- Where it is deemed unsafe for children to remain on-site, or where children have become distressed, arrangements will be made for parents to collect them as soon as it is safe and appropriate to do so.
- Where there is a delay in parents collecting their children, staff will take children to the secondary evacuation point as detailed in (1) above "Evacuation Procedure". The Head of Centre (or senior member of staff on duty), will call ahead
- If a situation arises where it is necessary for the Centre to remain closed for a period, Parents will be notified by telephone/Parentmail/Facebook/ Centre Website and/or local media.
- The Duty Manager will ensure that staff receive instructions and regular updates during any closure period. This may include reporting to an alternate place of work or working from home during the period of closure

Advice on Terrorist Attacks

Guidance on receipt of a bomb threat

<http://www.cpni.gov.uk/security-planning/business-continuity-plan/bomb-threats/>

Bomb threat checklist

<http://www.cpni.gov.uk/documents/posters%20and%20checklists/bomb-threatchecklist.pdf?epslanguage=en-gb>

The following guidance (all in the public domain) can also be used to help review your emergency plans or develop lockdown procedures:

- (i) National Counter Terrorism Security Office (NaCTSO) advice for higher and further education
 - http://www.gov.uk/government/uploads/system/attachment_data/file/374752/Education_Reviewed.pdf
- (ii) School emergencies – national resources for schools, including template emergency plans:
<http://www.schoolemergencies.info>
- (iii) NaCTSO guidance on ‘dynamic lockdown procedures’
<https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures>
- (iv) NaCTSO guidance on hostile reconnaissance

Media

The Head of Centre, members of staff and governors must not speak to the media.
All media requests will be forwarded to the Local Authority and the Corporate Media Team for a coordinated and agreed media response.

Policy Agreed – Spring 2024

Date to be reviewed: Spring 2025

Appendix A:

Areas of Responsibility

The building as a whole is overseen by the Duty Fire Marshall and is split into several areas overseen by designated Duty Fire Wardens. These areas are designated as follows:

1. Offices and staff areas.
2. Pre-School Room.
3. Babies Room
4. Toddlers Room
5. Soft Room and parent waiting areas.
6. Hall & school kitchen.

Each area has a duty Fire Warden (see description below). In the classroom areas, this will be the Room Leader or a designated competent Practitioner. In the offices and staff areas, this will be a designated member of the admin team. In the Hall and main kitchen, this will be the Lunch Club Leader.

Evacuation Bag Contents List

- Yellow high visibility Fire Warden vest
- Children's medications (base evacuation bags)
- List of medications including expiry dates (base leader to review each month)
- Working torch
- First aid kit
- Thermal blanket
- Tissues
- Wipes
- Nappy
- Bottle of water
- Plastic cups
- Storybook

Fire Marshal Report

Name of Fire Marshal					
Date		Time		Evacuation time (for use in fire drill)	

Children				Adults			Total
Badgers	Foxes	Hedgehogs	Rabbits	Staff	Visitors	Other	

Confirm areas cleared by Fire Wardens and tick off on the site map (attached)	Complete (tick)

Did anybody see, smell, hear smoke/fire?

This report is to be shared with the Fire Service, along with the file: Information for fire service (includes maps of emergency lighting etc.

Please turn over for evaluation of fire drill

Fire drill evaluation

Please note any areas that were made up to be inaccessible for the sake of the drill (signs stating Thick smoke/ this door is hot/ fire. Where were they? How did the staff respond?)
Were there any difficulties that arose?
Actions to take forward: