



EMERGENCY EVACUATION PROCEDURES

In accordance with Standard 24 NMS (2016): Safety – Children are cared for and have their needs met in a safe environment.

There are clearly defined procedures, known to all staff, for emergency evacuation of the premises following a fire alarm. These procedures are as follows:

- On the alarm being raised, adults will guide children quickly and calmly to the assembly point using front and rear emergency exits.
- The nominated person will collect the register and, providing it is safe to do so, will quickly search the classroom, including toilets.
- The register will immediately be taken at the assembly point and the results reported to the Head teacher.
- No-one must re-enter the setting until told to do so by the nominated person.

Fire drills are carried out at least every six months, recognising that young children benefit from more frequent practice. Records are kept to the satisfaction of the Fire Safety Officer and are kept for inspection in a fire logbook and safety certificates are obtained as required.

Fire doors are not obstructed and fire exits are clearly identified and easily opened from the inside. Fire blankets, extinguishers, alarms and smoke detectors conform to BS EN standards and are provided as necessary. These are all checked to the frequency specified by the manufacturer and kept in working order. Any recommendations made by the Fire Safety Officer are complied with and adequate precautions are taken against the risk of fire.

If evacuation from the premises is required for any reason other than fire, similar procedures will be followed, although an alternative muster point may be required depending on the risk identified.

Please refer also to The Child Minding and Day Care (Wales) Regulations 2010 (Regulations 25 and 38) and Wales Pre-School Providers Association Policies and Procedures.

Signed: Wendi Terry (Responsible Individual)

Date: November 2023

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