



Emergency Evacuation Plan Policy

This policy will be reviewed on an annual basis

In the event of a fire, flood, extreme power failure or gas leak this policy must be followed. Your main priority and responsibility is to ensure all the children evacuate the building safely. You must check that there are no children left in the room you leave.

Exit procedures from

- **Upstairs**-Exit the room you are in walking calmly to the staircase, where possible an adult is to be in front and behind the children, walk downstairs holding onto the rail on the left hand-side to the foyer. Walk through the front door, turn left and walk towards the higher garages to our Assembly point (opposite Francis Court).
- **Downstairs**- Exit the room you are in walking calmly to the foyer and walk through the front door, turn left towards the higher garages to our Assembly point.
- **Outside in the Garden** - **unbolt the back gate** turn left and walk to the higher garages (opposite Francis Court) to our Assembly point.
- If the front door is inaccessible you must use the back gate.

Ensure you know all the above routes.

A copy of the fire procedure is located in the Rocket Room, Butterfly room, Crocodile Room and Caterpillar Room, on the top foyer, the staff toilet door and in the front foyer by the main exit.

Fire call points are located in the front foyer right of the front door, back foyer on the wall between the staff and children's toilet, the wall towards the staff kitchen and at the top of the stairs on the right.

In the event of a power cut or failure of main lighting, the emergency lighting will be activated.

- **Fire extinguisher**- All areas of the setting.
- **Fire blankets**- Downstairs in the kitchen, and upstairs in the Rocket Room.

Ensure you know where the appliances are. Appliances meet EN requirements, Early Years Educators are aware of how to operate them.

Fire drills and safety checks are annual and alarms are tested weekly . The pippins Fire Officer is Sharleen Treen. The Trustee Director Fire Marshall is Nigel Cooper

This policy was adopted at a meeting of Pippins Pre-school and nursery

Held on Thursday 19th October 2023

Signed on behalf of the Management Trustee Directors

Role of signatory (e.g. Chair etc.)

Chair