



Treetops Nursery

Emergency evacuation policy

It is possible we may have to evacuate the premises for a variety of reasons such as fire, flood, gas leak or bomb threat.

We practice emergency evacuations at regular intervals throughout each term. Evacuations are completed over a number of days so that all children have a chance to practice the procedure. This makes sure they will not be alarmed in a real emergency and ensures they know exactly what to do.

In a practice emergency evacuation the Manager or Deputy Manager will either blow a whistle or set off the real fire alarm.

Our fire exits are clearly labelled with a green 'EXIT' sign which will light up in times of real evacuation. All staff, parents and volunteers are shown where our exits are located before they started working with us.

A Manager/Deputy will take the register and lead our children out to our assembly point:

Mulbarton – Next the shelter outside the bus café

Easton – Next to the wooden maze on the school field

Some staff will accompany them with the rest of the staffing team checking the entire building to ensure that no children are left behind.

It is our student and volunteers own responsibility to get themselves out of the building.

The Manager/Deputy will then take the register for children, staff, volunteers and visitors, ensuring that all who signed into the building are accounted for.

The evacuation process should take around 2 minutes to reach our evacuation point with further time then taken to complete the registers and accounting of adults and children.

The Manager will contact the emergency services in the event of a real emergency and parents will be contacted if necessary.

One member of staff is allocated to collect our child record folder, first aid and medication bag. This enables us to contact our parents after the registers and accounting of persons has been completed.

After each emergency evacuation we complete a review sheet which covers the date and time of the drill, how long it took, whether there were any problems and how we can overcome these for future evacuations.

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Process for testing the fire alarm:

1. Insert the plastic black key into the side of a fire alarm. Wait for the glass to tilt forward and the alarm to sound
2. Remove the black key from the fire alarm
3. Turn the red key in the fire alarm box
4. Press the red button on the fire alarm box (to turn off the sounding alarm)
5. Press the green button on the fire alarm box (to re-arm the system)
6. Turn the red key back to its original position