

EVACUATION AND EMERGENCY PROCEDURES



Tree Tops will, in the event of a fire or emergency, evacuate all children from the site quickly, safely and without undue risk.

The evacuation procedure is prominently displayed around the Nursery.

In the event of a fire or emergency:

- No child or adult will take unnecessary personal risks.
- Staff will fully understand the required procedures and understand their role.
- Staff will follow day-to-day procedures to reduce the risk of fire.
- The Nursery will follow fire brigade advice.

Methods

- We will follow the advice of the fire brigade on any matters arising from their visit, including discussing with the landlords on matters outside of our control.
- We will have a fire procedure on the wall.
- We will have a fire drill each term, and a record will be made.
- We will ensure all staff receive training on fire procedures.
- We will perform a formal risk management assessment at least once a year, and will monitor risks each day.
- We will keep registers of children, staff and visitors to the Nursery for each session.

The evacuation procedure to follow is:

- A member of staff will telephone the fire brigade on 999 and give appropriate details.
- We will use the nearest available exit. The assembly point is at the end of the garden or by the garage situated at the side of the

property. The evacuation will start immediately and people should not collect bags and other personal possessions.

- The Senior Management will be responsible for checking that the building and garden has been completely evacuated before proceeding to the assembly point.
- If it is safe to do so, the Manager or Deputy Manager will collect emergency contact details, children's register and staff register and take them to the assembly point.
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people. If necessary, the nominated person will contact the parents and advise them on the next steps.

For emergency drills, the above procedure will be followed except that the Manager/ Deputy Manager will give the all clear.

Critical Incident Policy

In the event of a critical incident i.e. closure of the premises due to adverse weather conditions, heating failure, flood or closure of nearby road or severe traffic jam the following procedure will be followed;

- The safety and well-being of the children will be of paramount importance.
- In the event that we need to evacuate the building current emergency evacuation procedures will be activated
- After emergency services have been contacted all efforts will then be made to contact parents/carers or emergency contact numbers.
- As many staff as possible would stay with the children for as long as necessary. No child would ever be left without a member of Nursery staff with them.
- If Tree Tops needs to close, all efforts will be made to inform parents before opening times. Staff will attempt to text or ring parents; we will put notices on exterior doors if possible.
- It is impossible for Nursery to plan for every emergency which may arise; however, every effort will be made for the safety and convenience of Nursery families.

- In the event of a critical incident Ofsted and any other relevant agencies will be contacted. Staff will be informed as soon as possible

Severe Weather Warning Policy

In the event of a Severe Weather Warning:

- The safety and well-being of the children will be of paramount importance.
- Nominated person will call the parents to inform of the situation.
- We will all remain calm.

In the event of severe snow falling during the day or overnight the Manager will assess the situation and inform parents and staff not to attend nursery due to slippery and icy conditions.