



Cottage Day Ltd

Emergency Evacuation Procedure

- The children are introduced to the fire bell to become familiar with the sound it makes. Explanations will follow through discussions using the fire evacuation illustration to enable understanding to the meaning and purpose of a fire evacuation, a fire drill will then take place.
- The children will take no more than 5 minutes to evacuate the building, they will learn once the fire bell has rang to line up at the fire exit door immediately.
- Children are led from the building to the assembly point by 2 staff members. One adult at the front of the line and one at the rear.
- Children will be accounted for when at the assembly point by reading out the daily register, a head count will take place after their names have been called.
- The manager will call the emergency services on the nursery mobile phone in the event of a real fire.
- The manager will contact the parents from the nursery mobile phone where all contact numbers will be logged.
- Staff are shown where fire exits, assembly points and the procedure of the fire drill at induction.
- Parents on view rounds are shown where fire exits and assembly points are. The procedure of the fire drills are explained to the parents.
- The evacuation procedure both written and visual is displayed within Cottage Day Nursery.