



Procedures

EMERGENCY EVACUATION PROCEDURE – HWU5s

Hatch Warren Under Fives Preschool will hereafter be referred to as the “Preschool”

The Emergency Evacuation Procedure includes evacuation in the case of fire, gas leak, bomb threat, terror attack or other such incident that involves the IMMEDIATE evacuation of the building. The Preschool has a duty of care to ensure the following:

- Fire doors are never obstructed
- Fires/heaters/electric points/wires and lead are adequately guarded and maintained annually (record kept with Hatch Warren Community Association).
- There is no smoking in the building.
- Fire extinguishers are checked annually by Hatch Warren Community Association
- In the event of a fire, priority is to make sure that children and staff are safely evacuated from the building.
- Fire drills are carried out once each half term.

EVACUATION DUE TO FIRE

Where are the Staff and Children	Where is the Incident	Emergency Exit	Muster Point
Majority of the Staff and Children are in the Main Hall	Garden Room / Lounge Kitchen / Bunnies Room	Main Entrance	Tennis Courts
	Reception Area	Through the garden	Tennis Courts
Majority of the Staff and Children are outside	Anywhere in the building	Through the garden	Tennis Courts
Children and Staff in the Garden Room	Anywhere in the building	Through the garden	Tennis Courts
Children and Staff in the Lounge	Anywhere in the building	Through the fire exits on the balcony	On the path by the Car park

- Children and adults will leave in an orderly manner through the appropriate fire exit, leaving all personal items behind.
- The nearest point of exit will be used.
- Children will be encouraged to walk safely to the designated area.

- Staff must not lock the combination doors into the main hall as this access may be required by a fire fighter.
- Preschool Manager/Deputy will collect all registers and a pen.
- Preschool Manager/Deputy will then nominate staff members to check toilets and area for children/adults. A final sweep of the room or outdoor area will take place whilst the children are exiting by one staff member. This will be communicated through the team to ensure final checks are always done.
- After leaving the building the register to be taken. Any missing children/adults need to be reported to the Centre Manager immediately.
- Once the all clear has been given, re-admittance to the building will be authorised by the Centre Manager/Fire Brigade

EVACUATION DUE TO GAS LEAK/ BOMB THREAT/ TERROR ATTACK OR ANY OTHER EMERGENCY

- Proceed as directed by the Centre Manager/Emergency Services/Preschool Manager
- Follow the procedure for Fire evacuation regarding registers and missing persons

In the event that an emergency evacuation has to take place during child collection times i.e. 11.30am, 12.00pm, 1.00pm and 3pm the following evacuation procedure needs to take place.

- Evacuate the children either through the garden or main reception and gather at the designated muster points for these exits.
- Inform parents that may be waiting in the main reception area; WE ARE RESPONSIBLE FOR THE CHILDREN DURING THE EVACUATION.
- Parents may take their child once the register has been taken and everyone accounted for.
- Normal procedure regarding checking area/registers etc

(*For situations where evacuation is not deemed safe, which may include but may not be limited to intruders and terror threats, please refer to Emergency Lockdown Procedure)

This policy was adopted at a meeting of the Preschool held on:

Signed on behalf of the Preschool _____