

3.5 Fire safety and emergency evacuation or lockdown Procedure

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3.5 Fire safety and emergency evacuation or lockdown

Policy Statement

Miss B's Nursery is committed to maintaining a safe environment for children, staff and visitors by reducing fire risk and ensuring effective emergency procedures are in place. Fire prevention measures, staff training and regular safety checks help ensure that the nursery is prepared to respond quickly in the event of an emergency.

The nursery completes a written **fire risk assessment annually** and implements appropriate fire safety measures in accordance with national guidance for educational premises.

Fire safety arrangements are informed by guidance from **West Sussex Fire & Rescue Service (999)**, which provides advice and support to educational settings on managing fire risk and maintaining safe evacuation procedures.

These arrangements support children's rights under the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – The best interests of the child must be a primary consideration.
- **Article 6** – Children have the right to life, survival and development.
- **Article 19** – Children have the right to protection from harm.

Fire safety procedures at Miss B's Nursery also follow the **Early Years Foundation Stage (EYFS) safeguarding and welfare requirements**, ensuring that emergency plans are clearly understood by staff and practised regularly.

3.5.1 Fire Risk Assessment

Fire safety management begins with a **formal risk assessment**, completed and reviewed annually by the designated responsible person within the nursery.

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The assessment follows national guidance for **fire safety in educational settings** and considers the following factors:

- potential **sources of ignition**, such as flames or sparks. The nursery operates a strict **no-smoking policy**, and ignition sources are not kept on the premises except where required for specific supervised activities (for example, lighting birthday candles).
- **electrical equipment**, ensuring plugs, sockets, wiring and devices are maintained safely and switched off when not in use.
- **heating systems**, ensuring heaters are unobstructed and functioning safely.
- other electrical appliances used within the nursery.
- **flammable materials**, including paper resources, furniture and soft furnishings.
- safe storage of **cleaning chemicals and other potentially flammable substances**.
- clear **emergency escape routes**, ensuring exits are accessible and suitable for rapid evacuation.

Please see our Fire Risk Assessment for further details.

3.5.2 Fire Safety Precautions

Miss B's Nursery implements the following safety measures:

- ensuring **fire exits are clearly marked**, unobstructed and easy to open from the inside.
- keeping escape routes always clear.
- installing and maintaining **smoke alarms and fire detection systems**, tested regularly.
- ensuring electrical equipment is **PAT tested annually** by a competent professional.
- removing faulty equipment from use immediately.

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- displaying **evacuation instructions within the nursery.**
 - explaining emergency procedures to new staff, volunteers and visitors.
 - Practising **fire drills at least once every term.**
 - maintaining records of drills and reviewing any issues identified.
 - ensuring that important documents, such as the **daily register, visitor book, and emergency contact information,** are accessible during an evacuation.
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3.5.3 Emergency Evacuation Procedure

In the event of fire or another emergency requiring evacuation, the following steps will be followed.

1. Raise the Alarm

At the first sign or suspicion of fire or other evacuation emergency, a member of staff will immediately raise the alarm and alert everyone in the building.

2. Evacuate the Building

Staff will calmly guide children out of the building using the nearest safe **designated fire exit.**

Children will leave the building quickly and calmly, ensuring that all areas, including toilets, are checked.

Children and adults must **not stop to collect personal belongings.**

3. Assembly Point

All children, staff and visitors will proceed to the **designated assembly point**, which is located:

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At the outdoor assembly area, a safe distance from the building and directly visible from the nursery exits.

The assembly point is chosen to ensure:

- It is far enough from the building to avoid danger.
- It allows clear access for emergency vehicles.
- Staff can safely supervise children.

Children will remain together in their groups while staff conduct a roll call.

4. Roll Call and Accountability

The **Manager/Fire Marshal** will collect:

- The emergency grab bag
- the children's attendance register
- emergency contact information
- the visitor books
- a mobile phone.

A roll call will be conducted immediately to ensure that all children, staff and visitors are present.

5. Building Check (If Safe)

Two designated staff members may check the building if it is safe to do so.

They will:

- Check rooms on opposite sides of the building.
- Ensure doors are closed where possible.

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- Leave through the nearest safe exit and report to the assembly point.
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6. Contact Emergency Services

Once everyone is accounted for, the Fire Marshal or Duty Supervisor will call **999** and provide:

- the exact location of the nursery
- the nature of the emergency
- Details of casualties, if any
- relevant information about building access.

Staff will **not re-enter the building** until emergency services confirm it is safe.

Staff do **not attempt to fight fires**; this responsibility is left to trained firefighters.

3.5.4 Fire Marshal Responsibilities

During an emergency evacuation, the **Manager acts as the designated Fire Marshal**.

The Fire Marshal is responsible for:

- coordinating the evacuation procedure.
- ensuring all children and adults leave the building safely.
- collecting the register, visitor records and emergency contacts.
- ensuring roll call is completed at the assembly point.
- contacting emergency services.
- communicating with staff and providing instructions.
- ensuring no one re-enters the building until authorised.

The Fire Marshal ensures the evacuation procedure is carried out safely and efficiently.

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3.5.5 Lockdown Procedure

In rare situations where it is safer to remain inside the building rather than evacuate, the nursery may implement a **lockdown procedure**. This will be initiated when the blowing of a whistle is heard. For children and staff who may not be able to hear a whistle, the Manager will ensure they are aware of the lockdown procedure that is taking place.

The whistles can be used by anyone if the need arises. The whistles can be found hanging accessibly in every room.

Miss B's Nursery follows recognised national guidance based on the “**Run, Hide, Tell**” approach.

The Duty Supervisor will collect the **register, emergency contact file and a mobile phone** and ensure all persons are accounted for.

Lockdown Flowchart

RUN

If it is safe to escape:

- Leave the building immediately.
 - Move away from danger.
 - Guide others with you where possible.
 - Leave belongings behind.
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HIDE

If escape is not possible:

- Move children to the **designated safe area within the building**.
- Lock or barricade doors if possible.

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- Turn off lights where appropriate.
 - Keep children quiet and calm.
 - Move away from doors and windows.
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TELL

When safe to do so:

Call **999** and provide:

- the location of the incident.
- description of any suspects or threats.
- direction of travel if known.
- information about casualties.
- Details about the building layout, if relevant.

Where possible and safe to do so, staff may also prevent others from entering the building.

3.5.6 Fire Drills

To ensure that emergency procedures are understood and effective, **fire drills are conducted at least once each term.**

Details recorded for each drill include:

- date and time of the drill
- duration of evacuation
- any issues encountered
- actions taken to improve procedures.

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Drills help ensure that staff and children are familiar with evacuation procedures and can respond calmly in an emergency.

These procedures ensure that Miss B's Nursery is prepared to respond safely and effectively to emergencies, supporting children's wellbeing and safety in accordance with **UNCRC Articles 3, 6 and 19.**
