Nexus Education Schools Trust

Fire Evacuation Procedures

Date: May 2024

Review Date: May 2025

NEST Nurseries Fire Evacuation Procedures

Should fire break out in the school, it will be the responsibility of staff to:

- Raise the alarm using nearest break glass
- Evacuate the Nursery
- Check all staff/visitors are out of the building.

All staff should be aware of their nearest exit not only in their room but other areas of the nursery. Fire Evacuation notices and plans are in place in all areas. All staff should take time to familiarise themselves with these plans.

On hearing the fire alarm the following staff procedures/duties will take place:

- On hearing the fire alarm the Fire Marshalls (staff) must ensure that all staff and visitors vacate using the nearest, safest fire exit.
- Fire Marshalls (staff inside the building) must take the sign in sheet with them so staff and visitors can be checked off.
- Fire Marshalls (staff inside the building) to ensure they have a mobile phone with them in the event they need to contact emergency services and the medical bag for children's medication.
- **NO ONE** should stop to collect any belongings

No-one may re-enter the buildings until they have been given the all clear by The Teacher in Charge// Site Manager, in the case of a fire drill or Fire Officers, in the case of a fire.

- Bells, break glass and smoke detector units are situated throughout the buildings. These are tested on a rota basis weekly.
- The main fire alarm panel is situated on the wall beside the main entrance doors at the front entrance of Pickhurst Infant school. **This is serviced annually**.

Evacuation Procedures

- All areas have a site plan indicating nearest escape route and outside assembly points.
- Regular fire drills are arranged
- If the fire alarm rings when children are outside, staff will lead children via the gate to the sensory garden and guide children round the back of the garden to the fire assembly point at the oak tree.
- If the fire alarm rings when children are inside, staff will check the toilets and lead children out of the nearest, safest exit.

Key Escape Routes

- All areas have direct escape routes to assembly point near the oak tree along the path that leads to the Farleigh Avenue.
- Fire exit signs are posted on all exits.
- All exits are kept unlocked and clear of obstructions.
- There is emergency lighting on key routes throughout the building. These are tested weekly on a rota basis and full serviced bi annually.

Fire Fighting Equipment
There are a variety of fire extinguishers CO2, Water and foam throughout the building (see attached map). These are checked weekly on a rota basis and serviced annually.

Assembly Points

- Oak tree on path adjacent to nursery garden (leads to Farleigh Avenue exit)
- KS1 Playground (if above is not safe/accessible)

Fire Risk Assessments
Risk assessments are carried out TERMLY.

Personal Emergency Evacuation Plans (PEEP)

- This is an individual plan for means of escape from fire/emergency for adults/children with a disability.
- These are put in place after consultation with staff involved either directly with a disability or with a child's support worker and class teacher.

General Fire Precautions

This term is used to describe the equipment, systems and procedures required to ensure the ability of all people to safely evacuation in the event of fire occurring. The general fire precautions will include:

- Pre-planning
- Fire Risk Assessments
- Making emergency plans and PEEPS
- Formulation of fire procedures
- Fire Drills
- Provision of information, instruction and training
- Cooperation and coordination with other premises users

Fire Prevention Measures

- Good housekeeping and adequate security measures
- Emergency signs/instructions and emergency lightening
- Control of contractors working on site
- Maintenance, inspection and testing of electrical installations and equipment

Fire Protection Measures

- Raising the fire alarm
- Smoke and Heat Detectors
- Escape routes, fire exits
- Fire fighting equipment
- Limiting the spread of fire

It is illegal to smoke, use e-cigarettes or vape on our school site.

It cannot be over emphasised that the main aim is to ensure everyone reaches a place of safety, putting a fire out is secondary to this.