JVNS FIRE/EMERGENCY EVACUATION PROCEDURE

On discovery of a fire or if it is necessary to evacuate the building in an emergency, the nearest staff member blows the fire whistle. The member of staff blowing the whistle (now known as The Evacuation Leader) must ensure that the staff and children outside also hear the whistle. The whistle is located on a hook near the main entrance.

**Morning sessions**:

The member of staff who blows the whistle, collects the register (Evacuation leader). The manager of the session collects the medicine box, telephone and checks all the rooms, including the toilets before leaving the building. Children and staff will line up at the main exit gate in the playground or if this is not clear at another suitable fire exit. Staff to be interspersed between the children. The Evacuation Leader will count all children and staff through the gate. Children will line up by the wall opposite the shop where the Evacuation Leader takes the register of children and staff. Each member of staff has a group of key children for whom they are responsible for each session, (key children and 2nd keychildren). Staff must ensure that these children are present.

**Lunch time and afternoon sessions**:

The member of staff who blows the whistle collects the register. The manager/second person in charge, collects the medicine box, telephone and checks all the rooms. Follow the procedure above for morning sessions. When all children are lined up the register is called.

Emergency services will be called as appropriate.

The Manager will check the hall is safe for children and staff to return when appropriate.

The allocation of task applies for the whole session.

Jordans School has been nominated the place of safety should the Nursery children and staff be unable to return to the building. In the event of having to move to Jordans School, each key person would be responsible for the safety of their key children and their 2nd keychildren. Parents will be informed to collect their child from Jordans School.

Fire extinguishers are checked annually (This is the responsibility of the Village Hall).

JVNS staff will ensure that fire extinguishers are kept clear of obstacles and all staff are familiar with the use of fire extinguishers on the premises

*This procedure was adopted at a meeting of the nursery school held on (date)…………………………………*

*Signed on behalf of the nursery school………………………………..*

*Understood and accepted by*