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Fire Evacuation Policy

Emergency Plan:

1. Fire Exits checked daily by Maria Liggett

2. Kitchen checked daily by Janine Caldwell

3. Fire evacuation practice (once a term see separate log book)

4. Daily Risk assessment

5. Termly fire evacuation practice

Fire evacuation procedure:

• If you suspect/or in the event of a fire, press the button marked on the alarm point, which are located near fire exits. If these cannot be located shout FIRE, FIRE.

• If the alarm is raised the fire service should be called on 999. This should be done by the designated persons which are currently Bev Stephenson and Kim Fishgold or the person closest to the telephone.

• The register and signing in sheets to be collected en-route by the nearest person.

• First Aid box to be collected en-route by the nearest person

• Designate person to check the toilets and rest of building if safe to do so. These persons are currently Bev Stephenson and Kim Fishgold.

1. On hearing the fire alarm leave the building at the nearest exit taking children with you

2. Call 999 for fire service if you have a mobile phone (DO NOT go looking for a phone)

3. Direct as many people to the exits on your way out

4. Only collect register and first aid box on the way out if it is safe to do so. DO NOT return for them

5. Go to the assembly point which is on the grass verge to the side of the building on Smithdown Road.

6. Do not return to the building until you are told it is safe to do so.

Emergency procedures for: Incendiary Device/Terrorist threats

1 ACTIONS FOR DEALING WITH TELEPHONE WARNINGS/THREATS:

If you receive a warning that your building or any other building is at risk you must try and obtain as much information as possible. If necessary keep the caller talking, apologise for a bad line, etc. The following questions should be asked and the answers recorded:

• Where is the bomb

• What time will it go off

• What does it look like

• What kind of bomb is it, ie postal bomb, vehicle bomb, incendiary device etc

• Why are you doing this

•

TRY TO TAKE NOTE OF OTHER DETAILS AS FOLLOWS:

• Is the caller a man, woman or child

• Is their speech rambling or irrational

• Did the caller have an accent and/or a speech impediment

• Is the call from a public call box or private telephone

• Try to take account of background noises such as trains, planes, traffic, conversation or music etc

• Keep the line open even after the caller has hung up

• CALL 999 immediately preferably using a LANDLINE - and request advice and act upon it.

• Discuss details with Police and if appropriate instigate the following actions:

• Conduct full/partial evacuation of buildings in a controlled manner

• Ensure that building have been evacuated as appropriate and that exits are unobstructed

• Secure building to prevent unauthorised access

• Co-ordinate dispersal of staff, children and visitors from the site and direct them to the evacuation point, Mystery park to right of the building.

• Co-ordinate re-entry to building only on when advised by the proper authorities.

Unless specific advice is given to the contrary, building evacuation must only be conducted and controlled by members of staff who are fully familiar with the layout of the building.

Information for staff

• Be vigilant at all times. Report suspect packages, suspicious or unusual behaviour to the Manager

• Do not evacuate the building until requested to do so

• Do not use mobile telephones or radios in the vicinity of buildings under threat because the transmitting frequency may activate explosive devices

• Do not re-enter the building until authorised to do so by the authorities/manager

• Do not speak to or provide information about the incident to the media

**This policy is reviewed annually by Wavertree Christian Fellowship Nursery and Pre-school.**