Emergency Procedures

FIRE DRILL AND OTHER EVACUATIONS

- We would always act promptly, and in the child's best interests during all incidents.
- Every attempt will be made to contact the parents/carers immediately should any emergency situations occur at the nursery.
- Should any emergency occur which would cause us to leave the nursery building immediately, we would follow the following fire drill procedures:

FIRE DRILL PROCEDURES

On discovering a fire:

- Calmly raise the alarm by pressing the large red button on the alarm in the Big Room, Messy Room or outside in the play area. Once one of the alarms is triggered, all will sound. The alarm will be operated by Liz Miller (Amber Barlow will operate the alarm if Liz Miller is absent) so that all staff and children are aware of the need to leave the building immediately. ***If smoke alarms are activated, the nursery must be evacuated using the same emergency procedures*.**
- Evacuate the building as quickly as possible (this takes place through all the fire doors which are clearly marked) and all meet at the assembly point in the outdoor playground. The nursery cook will evacuate the building through the front kitchen door and use the nursery entrance gate to reach the assembly point. ***Contingency plan – If there was a bomb scare or the fire/emergency situation very serious, we would escort the children through the bottom play area, into our top field and along to our barn where the children would be under cover, dry and safe until emergency services arrived.***
- Close all doors behind you wherever possible.
- **Do not** stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

If you are unable to evacuate safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert Liz Miller of your location and identity of the children and other adults with you.

Liz Miller and Amber Barlow or Abi Lord will:

- Pick up the children's register, staff register, telephone and emergency contact details of all children.
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point area which is in the outdoor play area, check the children against the register.
- Account for all adults – staff and visitors.
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

FIRE DRILL PROCEDURES FOR MILLFIELD BABIES

On discovering a fire:

- Calmly raise the alarm by pressing the break glass systems in the main baby room and staff room. Once one of the alarms is triggered, the alarm will sound. The alarm will be operated by the member of staff discovering a fire so that all staff and children are aware of the need to leave the building immediately. ***If smoke alarms are activated, Millfield Babies must be evacuated using the same emergency procedures*.** Contact Liz Miller immediately in the main building.
- Evacuate the building as quickly as possible (this takes place through all the fire doors which are clearly marked) and all meet at the assembly point in the outdoor garden. The nursery cook will evacuate the building through the front kitchen door and use the nursery entrance gate to reach the assembly point. Fire carts are available to aid evacuation. ***Contingency plan – If there was a bomb scare or the fire/emergency situation very serious, we would escort the children through the garden area, into our new wildflower area and along to our barn where the children would be under cover, dry and safe until emergency services arrived.***

- Close all doors behind you wherever possible.
- **Do not** stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

If you are unable to evacuate safely:

- Stay where you are safe.
- Keep the children calm and together.
- Wherever possible alert Liz Miller of your location and identity of the children and other adults with you.

Gill Laker or Laura Wright will:

- Pick up the children's register, staff register and emergency contact details of all children.
- Telephone emergency services: dial 999 and ask for the fire service.
- In the fire assembly point which is in the garden area, check the children against the register.
- Account for all adults – staff and visitors.
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

General information for both buildings

- Fire drills are held once each term – some are pre-planned so staff are aware, others are un-planned to attempt to reflect a true evacuation. Drills are held on different days of the week and different session times to ensure all children benefit from an evacuation practice.
- Every fire drill is recorded in the attendance register and fire drill log in the operational plan.
- Staff have designated duties to ensure that the building is empty – these are clearly detailed next to the fire drill notice by the office area
- Children cannot be expected to remember drills, but staff members should.
- It is important that children are not distressed or frightened by fire/emergency drills but holding them more frequently means that children and staff are more familiar with the routine and their roles within it, enabling the building to be evacuated more quickly.

Remember

- **Do not** stop to collect personal belongings on evacuating the building.
- Do not attempt to go back in and fight the fire.
- Do not attempt to go back in if any children or adults are not accounted for.

LATE COLLECTION PROCEDURES

All parents are aware of the closing time of the nursery and this procedure should be followed if they expect to be late:

- Calling the nursery as soon as possible to advise of their situation.
- Asking a designated person to collect their child wherever possible.
- Informing the nursery of this person's identity so the nursery can talk to the child if appropriate. This will help to reduce or eliminate the distress that may be caused by this situation.
- If the designated person is not known to the nursery staff, the parent must provide a detailed description of this person or email a photograph and a password must be given in order for the nursery to release the child into their care. This is the responsibility of the parent.

In the instance of a child not being collected from the nursery after a reasonable amount of time (30 minutes) has been allowed for lateness, the following procedure will be initiated by staff:

- Liz and John Miller will check for any information regarding changes to normal routines, parents' work patterns or general information. If there is no information recorded, the parents will be contacted on the numbers provided for their mobile, home or work. If this fails the emergency contacts will then be contacted as per the child's records.
- Liz and John Miller will stay with the child (if it falls outside normal operating hours). If Liz and John Miller are away, a named person and one other staff member will be required to stay with the child.

- If the parents have still not collected the child, Liz or John Miller will telephone all contact numbers available every 10 minutes until contact is made. These calls will be logged on a full incident record.
- In the event of no contact being made after one hour has lapsed, Liz Miller will ring the Social Services Emergency Duty Team and OFSTED to advise them of the situation.

EMERGENCY DUTY TEAM: 0300 456 4546 OFSTED: 0300 123 1231

- Liz and John Miller will remain with the child until suitable arrangements have been made for the collection of the child.
- The child's welfare and needs will be met at all times and to minimise distress the child will be distracted, comforted and reassured during the process.
- In order to provide this additional care a late fee may be charged to parents. This will pay for any additional operational costs that caring for a child outside their normal nursery hours may incur.

Policy Reviewed
August 2026