



## Fire Evacuation Plan

Fire Alarm to be activated immediately, by pushing button on red fire point.

Staff and children to leave calmly through nearest fire exit, indicated by green exit signs. Only taking the children from their room.

Nursery cook to evacuate via Tiny Tots Unit (if safe to do so) to help with evacuation of children.

Senior staff member to undertake a final check of room, collect room registers and close all fire doors behind them.

Manager/Deputy to take mobile phone and children's contact details, visitors book and any outings sheets.

No staff to stop to collect or locate personal belongings.

Staff and children to proceed to fire evacuation point as indicated next to every fire door.

FIRE EVACUATION POINT: OPPOSITE CONSERVATORY, NEXT TO GATED COMPOUND.

If there is no immediate danger to them selves senior staff to locate fire fighting equipment and fight fire as far as is possible. If there is any danger to themselves, leave the premises.

Manager/Deputy to contact fire brigade to address:

Vale Forge

North Road

Cowbridge

Vale of Glamorgan

CF71 7DF

Once outside children to be placed in room groups and registers to be taken and head count completed of staff and children.

Manager/deputy to take a final role call and headcount of all staff and children.

All staff to stay with children in their groups, take regular head counts and continue with activities in order to keep the children calm.

If the building is deemed un-safe children and staff are to proceed to the Leisure Centre one group at a time with group registers.

Children to be head counted and checked against group registers before leaving the evacuation point and after arriving at the centre.

Manager/Deputy to be contacted once at the centre to confirm all children are present.

One member of staff from each room uses a mobile phone to contact parents of their room only.

No one is to re enter the building until authorised by a Fire officer or Manager/Deputy.



## Holiday/ After School Club

Staff and children to assemble at assembly point in the room and leave calmly through fire exit, indicated by green exit signs. One adult will lead the line of children and one will follow the line to the rear.

Date of Review	Changes Made	Signatures	Date of Next Review
15/01/15	None	A. Ferguson	January 2016
11/06/15	Highlighted in red	A. Ferguson	June 2016
19/04/2016	None	A. Ferguson	April 2017
05/04/2017	None	A. Ferguson	April 2018