

**Bolton College**

**Early Years and Pre-School Centre**

**Fire & Emergency**

# Evacuation Procedure4 Policy 2022-23

BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE

FIRE & EMERGENCY EVACUATION PROCEDURE

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| **Programme / Business Area:** | Early Years / Student Services |
| **Prepared By:** | Nursery Manager & Student Experience Manager |
| **Approval By:** | SMT |
| **Approval Date:** | September 2023 |
| **Next Review Date:** | September 2024 |
| **College Website Link:** | [Fire & Emergency Evacuation Procedure](https://www.boltoncollege.ac.uk/about-us/facilities/childcare/) |
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BOLTON COLLEGE EARLY YEARS & PRE-SCHOOL CENTRE

FIRE & EMERGENCY EVACUATION PROCEDURE

The following procedures are in place to ensure the safety and wellbeing of children attending the Early Years and Pre-School Centre in the event of a fire or an emergency evacuation:

Every parent / carer must sign their child’s name(s) on the signing in sheet, upon entering, and sign out when collecting them from the Early Years and Pre-School Centre.

1. When the fire alarm is activated, nursery staff will assemble all the children at the appropriate fire door in the Early Years and Pre-School Centre. Designated staff from Student Experience will meet at the nursery to assist the childcare staff in the evacuation. There is no need for parents to collect their child at this time.

1. The Deputy Manager will collect the signing in sheet, registers, and emergency contact numbers and conduct a headcount of all children before leaving the setting via the fire exit. Baby room staff will collect the evacuation cots and assemble them outside and will also conduct a headcount of babies as they are placed into the evacuation cots.

1. The Nursery Manager will check rooms, toilet areas, quiet areas and prams to ensure no children are left behind before evacuating the building. The Nursery Manager will collect blankets to keep children warm (if required) during the evacuation procedure.

1. The children accompanied by staff will be led outside by the Nursery Manager or Deputy Nursery Manager and they will be responsible for deciding on and communicating to the rest of the staff where to assemble.

1. As of December 2023, due to building work commencing around the usual evacuation area, staff and children will assemble:
2. at the back of the nursery garden or
3. B Block Construction at the back of the ground floor foyer.

Usually and following the completion of the building work, staff and children will assemble at one of two evacuation points:

* 1. Outside at the back of A Block - College rotunda **or**
  2. B Block Construction at the back of the ground floor foyer.

1. A further headcount of the children on the register will be taken once they are assembled at the designated evacuation point.

1. The Nursery Manager or Deputy Manager will ring the Co-ordinating Fire Officer for the College to confirm all children have been collected safely and take any further instruction.

1. The College Fire Wardens will signal to the Nursery Manager / Deputy when children are allowed back into the Early Years and Pre-School Centre.

1. On returning to the setting, the Nursery Manager will observe the Deputy Manager conducting a further register and headcount.

1. A report will be entered into the Fire Drill Book and signed by the Nursery Manager.

Fire drills are carried out on a monthly basis enabling staff to practice operating safe evacuation from the setting. All fire procedures are posted on the fire exits.

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