



LITTLE MONKEYS DAY NURSERY

MINI MONKEYS EMERGENCY PROCEDURE

All staff should be familiar with the means of escape in case of an emergency. Fire exits are clearly marked.

All staff should be familiar with the whereabouts of the fire extinguishers and fire blankets and alarm call points.

IF IN ANY DOUBT SOUND THE ALARM AND LEAVE THE BUILDING.

EVACUATION ROUTE

- * Evacuate the building immediately. Escort/carry the children in a calm, orderly manner to the nearest exit - through the messy play room into cheeky chimps and out the garden door. **DO NOT RUN**. Leave all personal belongings, coats, bags etc. (if the fire is within this route use the main door out into the hallway and out of the front door round to the meeting point)
- * Close all doors behind you as you leave the building.
- * One member of staff to put on the evacuation sling, situated on the door (following the sling procedure) and place one non walker or new walker into the sling.
- * Then if only one member of staff they should pick up the other two babies (if all non walkers) and get to the garden door where the kitchen staff will meet to help carry the babies to the meeting point. ~If there are more staff members then all non walkers should be split between the number of staff equally and all walkers be supported out of the building.
- * One member of staff to bring register and to know how many children they have in their care that must be evacuated
- * Everyone to carefully walk out of the door and to the meeting point (sand area of garden).
- * Staff **MUST** walk in front of their walkers and **NOT** behind.
- * All staff and children must meet at the assembly point (bottom of the garden). The Manager or Deputy will call the register.
- * Only when the all clear is given may you may re-enter the building.

If you are unable to evacuate safely:

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

This policy was adopted on:

March 2018

Signed on behalf of the nursery:

L.Fradsham

Date for review:

March 2019