



Little Monkeys Day Nursery & Pre School

Upstairs Emergency Procedure

All staff should be familiar with the means of escape in case of an emergency.

All Fire exits are clearly marked.

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 the children in a calm, orderly manner to the nearest exit (Patio doors). DO NOT RUN, DO NOT STOP to collect personal belongings, coats, bags etc.
- Close all doors behind you as you leave the building.
- Each member of staff to accompany 2-3 walking children, keeping one hand free to hold the safety rail.
- Deputy manager or room supervisor to collect phone and register and check toilet and rest of room before leaving.
- They will then communicate that the evacuation can commence once number of children has been checked against the register and all room areas quickly checked.
- Everyone to carefully walk down the fire exit steps and round to the meeting point (sand area of garden). Any spare member of staff in the office will meet at the bottom of the main steps to support safe evacuation.
- Staff carrying babies must hold the hand rail and ensure all walking children are holding the lower handrail.
- Staff must be one step only in front of the walking children and have no more than four children walking per member of staff.
- 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 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 procedure was adopted on:

November 2017

Signed on behalf of the nursery:

Laura Fradsham

Date for review:

November 2018
