



Emergency Evacuation Procedure (Fire Safety)

Policy Statement

Little Discoverers Nursery is committed to ensuring the safety and wellbeing of all children, staff, and visitors. In the event of a fire or emergency requiring evacuation, all staff must follow the nursery's evacuation procedures to ensure everyone leaves the building quickly and safely. Staff must remain calm and act promptly.

Fire evacuation procedures are practised regularly so that children and staff are familiar with the process.

Emergency Evacuation Procedure

1. Raising the Alarm

- If a member of staff discovers a fire or emergency, they must **raise the alarm immediately**.
- The **Manager or Deputy Manager must be informed** straight away.
- Staff must begin **immediate evacuation of the building**

2. Roles and Responsibilities

Manager / Deputy Manager

The Manager or Deputy Manager will:

- Collect the **First Aid Kit**.
- Take the **nursery mobile phone**.
- Ensure **emergency services are called if required**.
- Go directly to the **assembly point**.
- Support room leaders in confirming **all children and staff are accounted for**.

Room Leaders

Room Leaders will:

- Take register file which contains contact details
- Lead children and staff safely out of the building.
- Ensure **all children leave the room immediately and safely**.
- Take the register to the **assembly point** and complete a **headcount**.



Nursery Staff

All staff will:

- Assist with the safe evacuation of children.
- Help keep children calm.
- Ensure no child is left behind.
- Check **toilets and nearby areas if safe to do so.**
- Close doors behind them where possible.

Staff must **not stop to collect personal belongings.**

3. Toddler Room Evacuation Procedure

- The **Room Leader collects the register.**
- Staff guide children calmly to the exit.

Primary exit route:

- Exit through the **main entrance if it is safe to do so.**

Secondary exit route:

- If the main entrance is unsafe, evacuate through the **Preschool Room fire exit.**

Staff must then lead children directly to the **assembly point.**

4. Preschool Room Evacuation Procedure

- The **Room Leader collects the register.**
- Staff guide children calmly to the exit.

Exit route:

- Evacuate through the **Preschool fire exit.**

Staff must then lead children directly to the **assembly point.**

5. Assembly Point

The **assembly point is located in the car park opposite the Toddler Room at the far end.**

At the assembly point:



- Room Leaders must **check the register immediately**.
- A **headcount of all children and staff must be completed**.
- The Manager or Deputy must be informed **immediately if anyone is missing**.
- Staff must keep children **together, calm, and supervised at all times**.

No one may **re-enter the building until emergency services or the Manager confirm it is safe**.

6. Fire Drills

- Fire drills will be carried out **regularly every half term throughout the year**.
- Drills will take place at **different times of the day** to ensure all staff and children are familiar with evacuation procedures.
- All drills will be **recorded in the nursery fire log book**.

7. Visitors

All visitors must:

- **Follow staff instructions immediately** in the event of an evacuation.
- Leave the building using the **nearest safe exit**.
- Proceed to the **assembly point**.

8. Staff Training

All staff will:

- Be **informed of evacuation procedures during induction**.
- Participate in **regular fire drills**.
- Understand their **roles and responsibilities during an emergency**.

This procedure must be followed by all staff to ensure the safety of children, staff, and visitors at Little Discoverers Nursery.

Reviewed: August 2026