



Emergency Evacuations.

Fire drills and Lockdown evacuations take place termly and are reviewed and recorded in a fire/emergency evacuation logbook. The fire drill procedure is prominently displayed throughout the nursery and fire exits are clearly marked. Fire doors are not obstructed and can be easily opened by an adult. Fire extinguishers are present throughout the nursery and are checked regularly. There is also a fire blanket located in the kitchen. Nursery staff will not stop to gather personal belongings or re-enter the building unless permitted to do so by an authorised Fire Officer.

A copy of the Fire Safety and lockdown Procedures will be included in the Induction Pack for all new staff members.

Fire Prevention - Fire safety checks, water checks, and fire alarm checks are regularly carried out by external companies. These are recorded by the committee who are responsible for keeping safety checks up to date.

The Nursery will take all steps possible to prevent fires occurring.

- Ensuring that power points are not overloaded with adaptors.
- Ensuring that the Nursery's Smoking, Alcohol and Drugs Policy is always observed.
- Checking for frayed or trailing wires.
- Checking that fuses are replaced safely.
- Unplugging all equipment before leaving the premises.
- Storing any potentially flammable materials safely.
- Electricals are Pat tested.

Lockdown Policy and Procedure - Our lockdown procedure is simple and short and is included as part of the nurseries policy on emergency planning or evacuations.

When we might need to use the Lockdown procedure

- An incident or civil disturbance in the local community which poses a risk to the nursery.
- A person on the filed with the potential to pose a risk to the nursery.
- Local risk of air pollution, such as a smoke plume or gas cloud.
- A major fire in the vicinity of the nursery.

- A dangerous dog roaming loose.
- Lockdown procedure
 1. All children and staff will be called inside the nursery building to our designated area.
 2. The supervisor/manager is to make sure no children are in the garden or toilet area.

Follow the **CLOSE** procedure

- **C**lose all windows and doors
- **L**ock up
- **O**ut of sight and minimise movement
- **S**tay silent and avoid drawing attention
- **E**ndure. Be aware you may be in lock down for some time

The supervisor/manager should collect the contacts folder and phone.

Headcount and register.

Report: call 999 if needed.

Contact parents.

Lock down drills - Lockdown practices will take place at least three times a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place to identify required improvements.

The Supervisor will explain vacation procedures to new staff, students and volunteers, part of the induction process.