 **Rothesay Primary Pre-Five Unit**

 **Fire Safety and Evacuation Policy**

Article 6: You have the right to life

Article 19: You have the right to… be safe.

Article 34: You have the right to… be protected from all kinds of harm.

**In the event of a fire:**

The alarm will be sounded:

1. By detection of smoke sensors

2. Person observing the start of a fire

This will enable children, staff and visitors to evacuate the building by the nearest available fire exit.

If a staff member discovers the fire they should sound the alarm by breaking the glass on the nearest call point to ensure that all other staff, children and visitors within the building are aware of the fire. On sounding the alarm this will detect to MITIE to alert the fire brigade.

**Alarms Locations:**

* **Front Entrance**
* **Room G91-2 year old room**
* **Room G02- Babies Room**
* **Toilets –G04**
* **G06- ELC room 3**
* **Playground door entrance under the stairs**

**Evacuating the setting:**

* All members of staff are equally responsible for ensuring that all children leave quickly and quietly via the nearest fire exits.
* Any staff member who is not in their usual work area should return immediately to their designated area to aid evacuation of the children if the passage way is clear.
* Staff member responsible for completing the register should bring this with them.
* Fire Assembly Point for the pre-five unit is the bench area next to the adventure play park.
* **DO NOT** stop to collect personal belongings on evacuating the building
* Staff members within the rooms will lead the children out via the closest designated fire door.
* Children must be evacuated as they are on the sounding of the alarm, staff must not pause to put on a child's footwear if they have been playing bare foot.
* For ELC room 1 and 2 this will be the fire exit under the stairs or via ELC room 3. Staff should lead the children safely and calmly to the fire evacuation point.
* Staff in ELC room 3 will lead the children out via the fire door in the room. They will then lead the children out the outside gate and behind the flower garden on the path to the fire assembly point.
* In the 2 year old room staff will lead the children out via their fire exit which is located within the room, and round to the assembly point. Elisabeth to take the register and Michelle in her absence.
* In the 2 year old outside area staff will lead the children out via the outside gate, and round to the assembly point. Elisabeth to take the register and Michelle in her absence.
* In the baby room staff will evacuate the babies via the fire exit within the room. Staff can use the evacuation cot. Chloe to take the register and in her absence Katrina.
* In the baby room outside area Staff will evacuate the babies though the outside gate, and round to the assembly point. Chloe to take the register and in her absence Katrina.
* Lead Practitioner Leanne Costello/ in her absence Caroline Swan to support with the evacuation of the babies and 2 year olds where safe to do so.
* ELC Children who are outside within the flower garden will be directed to the bottom gate of the garden by staff and led to the designated evacuation point.

If children are outside playing in the paving area, staff will lead them to the outside gate and behind the flower garden on the path to the fire assembly point.

* Lead Practitioner Carol-Anne Dooley/ or Caroline Swan in her absence will sweep all internal areas and spaces closing doors as areas are checked as clear.
* If safe to do so, Lead Practitioners will bring with them the box of blankets and jackets.
* A designated member of staff will sweep the outdoor area.
* The staff member from the snack area who does the register will take this with them and will carry out a register to ensure that all children and staff are accounted for.
* Any visitors or students will make their way out via the nearest fire exit. They will take direction from staff.
* Visitors will be made aware of any fire drills that may be scheduled and will be shown the fire exits by Lead Practitioners.
* If there are any children or staff not accounted for this must be reported to the fire marshal **immediately** –Mrs Milani or Mrs Louise Nicol during term time and to MITIE staff during school closure. Fire Marshalls will be clearly visible as they will have on a High Vis.
* **DO NOT** attempt to go back in if any children or adults are not accounted for.

**If you are unable to evacuate safely:**

• Stay where you are safe

• Keep the children calm and together

• Wherever possible alert the emergency services of your location and identity of the children and other adults with you.

**Office staff / MITIE Staff:**

* Will bring with them the visitor and staff sign in sheets.
* Emergency Contacts
* Mobile Phone

No one should re-enter the building until told to so by the person in charge who will be told by the fire brigade or in case of a fire drill by MITIE Staff.

In the event the building is unsafe to return to staff and children will await further instructions from the fire brigade, whether it is safe to stay within the assembly point for parents/carers to collect, or to make our way to safety point at the Island Parish Church.

After all children have been collected staff will take direction from Mrs Milani/Mrs Nicol during term time and during school closure from early years:

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