



## Sheffield Hallam University Nurseries

### Nursery Controlled Evacuation - Collegiate Nursery

Most staff employed at the nursery are trained Fire Marshals and there is an expectation that in the event of the alarm sounding they are required to act as Fire Marshals and support in the safe evacuation of the nursery building. **Deputy managers** are the designated Fire Officer.

The fire alarm sounds every Tuesday morning for one or two blasts. This is a **test**.

At all other times, should the alarm sound which is continuous blast, follow this procedure:

- **Ensure that the electronic register is taken for your room**, this is important as it will provide your checklist to ensure that all children have evacuated safely.
- Collect all the children in your room and leave the building by the nearest fire exit.
- Ensure nominated adult double checks your room to ensure all people and children are evacuated.
- Ensure toilets are checked in rooms where children go independently
- Should there be any additional adults in the nursery, ask any adults to assist you in evacuating the children.
- Take the children to the rendezvous point at the front of the security building, number 25 Broomgrove Road. Await further instructions
- If there are any children missing, inform the duty manager, or in their absence the security officers or fire officers if they are in attendance. Alert them where the child could be.
- **The lift must not be used in an evacuation**
- All planned and unplanned evacuations will be noted on university systems along with any notes or actions

A Manager will act as **lead fire marshal** and staff members must inform her of the status of their area, including the presence of people in refuges and anyone who has refused to evacuate.

The building will not be re-entered until it is deemed safe to do so. The blind in the conservatory is pulled to alert parents that an evacuation is in process. The tensa barrier is pulled across the access road.

### Manager Responsibilities

It is the responsibility of a manager to ensure everyone has safely exited the building. It is their responsibility to carry out a **final sweep** of the building and **pull the blind** on the conservatory door to ensure no-one enters or re-enters the building until it is deemed safe to do so by the appropriate fire officer on duty. The duty manager will take the **visitors book and staff/children records** to the rendezvous point. The **Tensa barrier** must then be placed over the driveway to protect children and visitors during the evacuation.

The Duty Manager should then join the groups at the rendezvous point and **confirm that all staff, visitors and children** registered as being in the building at the time of the evacuation are accounted for.



## **Specific room instructions:**

### ***All bolts to be taken off the garden door in the morning***

Details below of main fire exit routes for each group. However, please ensure you are familiar with all fire exits out of the building in case there is an obstruction on your main fire evacuation route. Each room has an evacuation procedure diagram posted at the side of the exit door and written procedure on their register clipboard

### **Squirrels**

Check all rooms, check the bathroom. Your main route of exit is by the back, fire exit door, through the nursery car park garden gate, through the nursery car park and convene in front of the security building, 25 Broomgrove Road.

### **Hedgehogs**

Check the room, check bathroom if safe to do so. Your two main exit routes are via the main staircase through the conservatory convening in front of the security building, 25 Broomgrove Road. Or if there is an obstruction on the main staircase, use the fire escape on the first floor of the building and enter the garden, through the most appropriate garden gate, and convene in front of the security building, 25 Broomgrove Road.

### **Foxes**

Check all rooms, check the bathroom. Your two main exit routes are via the main staircase through the conservatory convening in front of the security building, 25 Broomgrove Road. Or if there is an obstruction on the main staircase, use the fire escape on the first floor of the building and enter the garden, through the most appropriate garden gate, and convene in front of the security building, 25 Broomgrove Road.

### **In the garden**

On hearing the fire alarm, check the garden being mindful of blind spots such as bushes. Use the appropriate garden gate, and convene in front of the security building, 25 Broomgrove Road.

### **Administration Staff**

Any administration staff present in the building should assist with evacuating the baby rooms.

A copy of this procedure is kept on the clipboard in each room.

**Garden Gate Code: c1570x**

**Bottom Garden Gate Code: c1649x**



This policy was adopted on	Signed on behalf of the nursery	Date for review
17/8/23	C.E.Carroll	January 2026