



Sheffield Hallam University Nurseries

Nursery Controlled Evacuation - The Meadows Nursery

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. **Leanna Clark** is the designated Fire Officer.

The fire alarm sounds every Wednesday morning between 8:00-8:30 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 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 on school playing field. Await further instructions
- If there are any children missing, inform the duty manager, or in their absence the centre staff of fire fighters if they are in attendance. Alert them where the child could be.
- All planned and unplanned evacuations will be noted in the fire log 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.

Manager Responsibilities

It is the responsibility of a Manager to ensure everyone has safely exited the building and assembled at the safe space. It is their responsibility to carry out a final sweep of the building. The duty manager will take the visitors book and staff signing-in sheet, mobile phone. Link up with the centre fire marshals in reception after evacuation, ascertain if there is a fire and what is the location, return to safe space.

Specific room instructions:

- ***All bolts to be taken off the garden door in the morning***
- ***Fire escape padlocks will be checked monthly to ensure good working order***

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

- **Meadows Main Room (2-3's) - exit through the outside doors, conduct a quick count of the children at the safe space. Exit through the fire escape gate - CODES 8646, follow the passageway through to school gate. Rendezvous on school playing field**
- **Meadows Research Room (3-4's) - exit through the outside doors, through the wooden gate, conduct a quick count of the children at the safe space. Exit through the fire escape gate - CODES 8646, follow the passageway through to school gate. Rendezvous on school playing field**
- **Garden - as above**

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.

Fire Escape Gate Code: 8646

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>15/7/21</i>	<i>J. Rhodes</i>	<i>April 2022</i>