



The Little Firefly Emergency Evacuation Policy and Procedures

Fire:

Stage One:

As soon as a fire is identified, the manager or member of staff will sound the tambourine/ whistle to gather the children. (If an adult isn't near the tambourine, they should use whatever method appropriate to gather the children and the remaining adults.)

Upon hearing this, all adults and children should immediately stop what they are doing, leave any resources or belongings and do the following:

Stage Two:

Staff will account for the presence of children and adults, and assemble the group ready to evacuate.

Evacuation Areas:

- Upton site - Strip of grass opposite white farmhouse at the bottom of the hill
- Kingston Blount - Outside the Lockdown Larder

Manager to delegate an adult to collect the lock boxes (if necessary)/registers/medication

Stage Three:

A final headcount will be made by the manager, and upon all children and adults being present, evacuation will begin immediately, taking the safest (not necessarily the quickest) route. The fire brigade will be called en route.

We will remain at our evacuation point until parents can be contacted to collect the children. Staff will remain with the group until the last child has been collected.

In case of suspicious person on site:

We are aware that our site may be accessed by unauthorized persons, and have the following procedure to ensure the safety of the children is paramount.

If a person enters site who is suspected by a staff member to be potentially dangerous or could put the children at risk, staff will;

1. Shout/blow a whistle/draw attention to notify other staff in the area that the Suspicious Person Procedure is commencing. The person raising the alarm will keep their phone in hand in case police are required.
The person raising the alarm will evaluate the situation and decide if intervention is safe, or if evacuation should continue. If necessary, the police will be phoned.
2. The remaining staff on site will gather the children, doing a headcount to ensure all children are present and staff accounted for. Any pupil medication will be gathered and the group moves swiftly to the designated evacuation area (see below) where the group will await further instruction from the manager.

Evacuation Areas:

- Upton site - Strip of grass opposite white farmhouse at the bottom of the hill
 - Kingston Blount - Outside the Lockdown Larder
3. Once the suspicious person has been removed from the site, the manager will advise on next steps.

In case of other evacuation requirements:

Evacuation may be required from the outdoor setting in the event of strong winds (causing a risk of tree branches to fall), lightning or other natural phenomena. In the event of strong winds, qualified practitioners will use their best judgment as to whether evacuation is required. We refer to the Beaufort scale and our risk assessment states that where wind speeds are forecast to be or become faster than 39 mph, we must evacuate and close the setting.

In this situation, a member of staff will call the group together. The group shall assemble and move away from trees where staff will headcount all children and adults. The Manager will then do a risk assessment and assess whether it is safe to evacuate the site (eg. there is no danger of falling branches or lightning).

The lead practitioner will regularly check the conditions and wait until it is safe.

Where high winds are forecast, parents will be notified at least 2 hours in advance and the nursery will close for the day or where possible, alternative accommodation will be arranged. (See Adverse Weather Policy for additional information on this).

Lightning: Children and adults should take cover in the tipi or log cabin until the storm has passed. Under no circumstances should children be allowed to remain outside whilst lightning is evident.