



## EMERGENCY EVACUATION POLICY & PROCEDURE

Last reviewed:	November 2025
Next review due:	November 2026

### Statement of intent

This policy and procedure applies in the case of an emergency evacuation that may need to happen while children and adults are within the forest school setting. For example, in the event of (but not limited to) a fire, suspicious persons on-site and extreme weather. All staff are expected to be aware of, understand and follow this procedure. The emergency evacuation procedure should be printed, laminated and put up in the shed on each site.

### Fire escapes and assembly points

Kingston Blount	Upton
<p>There are two fire escapes at Kingston Blount</p> <ol style="list-style-type: none"> <li>1. Through the main gate out onto the farm car park by the Lockdown Larder</li> <li>2. Through the side gate onto the field (which may or may not be inhabited by livestock), this can lead to the next field which has a gate leading out to the Lockdown Larder.</li> </ol> <p>Assembly point: Outside the Lockdown Larder</p>	<p>There are two fire escapes at Upton</p> <ol style="list-style-type: none"> <li>1. Through the main gate out onto the car park, leading onto the road which takes you down to the assembly point</li> <li>2. Behind the compost toilet, there is a clearing that leads out onto the field which can also lead down to the assembly point</li> </ol> <p>Assembly point: Strip of grass opposite the white farmhouse at the bottom of the hill</p>
<p><b>Please note:</b> Both of the assembly points are based in areas where staff and children can experience traffic. Staff should be vigilant and explain to children that they must remain with an adult and look out for vehicles.</p>	

What happens at the assembly point:

- The fire marshal will check everyone's name against the daily register.
- The fire services will be notified if anyone is missing.
- You remain at the assembly point and only re-enter the forest school setting when you have been told by someone of authority that the fire service has indicated it is safe to do so.

## **Fire evacuation procedure**

### Stage One: Fire discovery

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: Evacuation

Staff will account for the presence of children and adults, and assemble the group ready to evacuate. Please see above for information on fire escapes and assembly points.

Fire marshal to delegate a staff member to collect the first aid bags, any child's medication and the high vis jackets. Staff should have their work mobile phones on them at all times, these will be used to access the daily register, contact emergency services if required and parents.

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

### Stage Three:

The fire brigade will be called enroute. The fire marshal will make the call or designate someone to do this for them.

While the children are being safely evacuated, the fire marshal can make the decision whether to tackle part of the small fire themselves, using the fire fighting equipment provided at the setting (extinguisher, blanket, bucket). This must only be attempted by the trained fire marshal and only if the fire is considered small.

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

## **Suspicious person procedure**

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

### Stage One: Suspicious person discovery

- 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;
  - Shout/blow a whistle/draw attention to notify other staff in the area that there is a suspicious person on-site. The person raising the alarm will keep their phone in hand in case police are required.

### Stage Two: Evacuation

- The person raising the alarm will evaluate the situation along with the manager and decide if intervention is safe, or if evacuation should continue. If necessary, the police will be phoned.

- The remaining staff on site will gather the children by one of the fire escapes (please see above for information on fire escapes and assembly points), doing a headcount against the daily register to ensure all children are present and staff accounted for.
- If it is safe to do so, the manager should delegate a staff member to collect the first aid bags, any child's medication and the high vis jackets.
- They will then head to the assembly point. Staff should have their work mobile phones on them at all times, these will be used to access the daily register, contact emergency services if required and parents. A final headcount will be made at the assembly point.

#### Stage Three:

- We will remain at our assembly point until parents can be contacted to collect the children. Staff will remain with the group until the last child has been collected.
- Staff should remain vigilant and continue contact with emergency services.

#### **Other evacuation requirements**

Evacuation may be required from the outdoor setting in the event of adverse weather such as extreme cold, strong winds, high heat, lightning or other natural phenomena. Staff and children may need to evacuate to a different area to the above mentioned assembly point, depending on the circumstances.

The Little Firefly have an adverse weather policy that clearly lays out the parameters around when a forest school session should be cancelled or the location changed. In the event of sudden extreme weather, staff and children should move immediately to somewhere safe. A member of staff should call the group together, they will assemble and staff will do a headcount against the daily register. The manager will then do a dynamic risk assessment and assess whether it is safe to evacuate the site e.g. there is no danger of falling branches or lightning.

In strong winds: move to a location away from trees and the risk of falling branches and debris.

In lightning: move inside the tipi or log cabin. Under no circumstances should children be allowed to remain outside while lightning is evident.

In extreme cold: move inside the tipi or log cabin. Light a fire and ensure children are kept warm.

In extreme heat: move to a cool location, in the shade, near to water sources.

Where possible, staff will be vigilant of upcoming adverse weather and the forest school will close in advance of extreme weather happening to avoid the possibility of putting children and staff in unnecessary danger.

#### **Emergency evacuation drills**

The Little Firefly will practise evacuating by having a fire / emergency evacuation drill once per term, on a different day, so that different members of staff and children can experience the evacuation process and feel confident in it. It is a good learning experience for children and will give them life skills around fire and safety.

Policies, procedures and risk assessments referred to in this document:

- Adverse Weather policy
- Fire Safety policy and procedure

- FIRE risk assessment
- Health and Safety (including COSHH) policy

External references:

-