# Emergency Evacuation Procedure for Nursery

**Purpose**

To safeguard users of our services through a framework of safe practices and procedures.

**Raising the alarm:**

* If you discover a fire raise the alarm immediately by telling a Senior Staff Member, do not attempt to deal with it. Follow procedures for evacuation.
* If you discover a suspicious package, do not touch it, tell a Senior Staff Member.

# In the event of an emergency such as fire the following applies:

* A member of the management team will contact the Emergency Services.
* Staff will follow the practised evacuation procedures and accompany the children to the designated assembly point where a register of children, staff, students, volunteers and visitors will be called.
* Visitors will follow staff instructions and evacuate the building with the staff and children.
* After establishing that all are present they will make their way to the school hall or play area furthest from the incident, via the safest route.
* Should anyone be missing staff will begin to ascertain when and where the child was last seen and if it is safe to do so, begin a search of the immediate area (as per our Lost Child procedures)
* A member of the management team will begin the process of phoning parents/carers to request that children are collected as soon as possible
* Staff will remain with the children until all have been collected

**In the event of a medical emergency the following procedure applies:**

* The incident will be assessed and coordinated by the duty manager
* First aid if appropriate will be administered
* If appropriate emergency services will be called
* Parents/carers will be informed
* Staff will accompany children to the hospital (if appropriate)
* Staff will ensure that emergency services are provided with all relevant information about the child.
* The incident will be recorded as soon as possible after the event

**Emergency Services Information**

In the event of an emergency that requires the emergency services to attend dial 999 and be ready to give the following information:

* Your name.
* Telephone number: 01326573338
* Address: c/o St. Michael’s School, Penberthy Road, Helston TR13 8AR
* Your what3words code this is **digital.rather.typically**
* Your exact location on the premises.
* A brief description of the situation.
* The best way to enter the building.

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