

8.5.1 Fire Evacuation Procedure

If Fire Breaks Out

- The first consideration must be the safety of the children.
- Raise the alarm by breaking the glass on a Fire Alarm call point
- Check all rooms, toilets, corners etc – Assistants to do this where possible.
- Close doors & windows and turn electrical equipment off - **Only if safe to do so.**
- Using nearest exit lead the children out – Teaching Staff to do this where possible.
- Office Staff or Most Senior Member of Staff pick up the following:
 - Forest School Phone (if available) & Office phone
 - Medication Box & First Aid Kit + Any medication in fridge
 - Registers – Emergency copies on desk
 - A Forest School bag – contains contact sheets for children and staff
- Call the Forest School mobile(s) to notify Forest School Lead of evacuation and state, “There is a fire, please count your children and make your way to the assembly point.
- **Assembly point is in the Willow Garden beyond the Car Park.**

Once at assembly point

- The MMC Register/Sign in Sheet is taken and missing children or staff reported to the most senior member of staff.
- No-one re-enters the building until permission is given to do so by emergency services

To Call the Emergency Services

- Dial ‘999’ - On the Forest School phone press the home button, then Emergency and key in 999
- Follow the instructions of the call handler/operator.
- Give the call distinctly ‘**Fire at The Willow on the Farm Nursery, Nill Farm, Hook Norton, Banbury, OX15 5DQ’.**
- Do not end the call until address has been repeated.

Record the evacuation on MMC.

Name of Person Reviewing Policy	Date Review Carried Out	Date to be reviewed (Yearly / when necessary)
Dawn Wilson-Fry	25/09/2019	Sep 2020
Dawn Wilson-Fry	01/09/2020	Sep 2021
Dawn Wilson-Fry	25/08/2021	Sep 2022
Dawn Wilson-Fry	27/06/22	July 2023
Naomi Roberts	04/08/2023	August 2024
Naomi Roberts	Update – 04/12/23	August 2024
Naomi Roberts	08/08/2024	August 2025
Naomi Roberts	17/08/2025	August 2026