



8.5.1 Fire Evacuation Procedure

If Fire Breaks Out

1. **Raise the alarm immediately** by activating the nearest fire alarm call point.
2. **Evacuate children using the nearest safe exit.**
3. **Teaching staff lead children out of the building.**
4. **Assistants check all rooms, toilets and corners if safe to do so.**
5. **Close doors and windows and turn off electrical equipment if safe to do so.**
6. **Proceed to the assembly point in the Willow Garden beyond the car park.**

Staff Responsibilities During Evacuation

Teaching Staff

- Lead children out of the building using the nearest safe exit.

Assistants

- Check rooms, toilets and corners where possible.
- Support evacuation of children.

Office Staff / Most Senior Staff Member

Collect the following if safe to do so:

- Forest School phone (if available) and office phone
- Medication box and first aid kit
- Any medication stored in the fridge
- Registers (emergency copies on desk)
- Forest School bag (contains staff and pupil contact sheets)

Do not delay evacuation to collect items. Only collect equipment if it is safe to do so.

If children and staff are at Forest School

Office Staff or senior member of staff must call the Forest School mobile and state:

“There is a fire. Please count your children and proceed to the assembly point.”

Assembly Point

Willow Garden (beyond the car park)

Calling Emergency Services

1. Dial **999**
2. State clearly: "Fire at The Willow on the Farm Nursery, Nill Farm, Hook Norton, Banbury, OX15 5DQ."
3. Follow the instructions of the call handler.
4. Do **not end the call** until the address has been repeated back.

At the Assembly Point

- Designate a member of staff to take the **MMC register / sign-in sheet**.
- Check all children and staff are present.
- **Report any missing persons immediately to the most senior member of staff.**

If the Building Cannot Be Re-Entered

If emergency services advise that the building cannot be re-entered:

- Children and staff will remain supervised at the **assembly point** until further instructions are given.
- The **most senior member of staff** will decide whether relocation to a **secondary safe location** is required.
- Parents will be contacted using the **contact details held in the Forest School bag / phone**.
- Children will only be released to **authorised adults recorded on their MMC profiles**.

Secondary Evacuation Location

If it is not safe to remain at the assembly point, children and staff will relocate to:

Nill Farm (Alice's House)

The most senior member of staff will coordinate this relocation, and parents will be informed as soon as possible.

Fire Evacuation Practice

To be carried out termly and recorded on MMC.

Drills should occasionally take place at inconvenient times (e.g. during transitions) to ensure staff are prepared for a real emergency.

Consider blocking off a certain exit (as though the fire were there) to get staff to think on their feet about the exit strategy.

Review schedule – Annual or sooner if necessary

Last carried out: March 2026 NJR

Next due: March 2027