

Little Sunbeams Pre-school

Fire/Emergency Evacuation Plan

Advice

The emergency plan should consider all aspects associated with the emergency evacuation of the building should a fire occur. Part of this plan will be the evacuations procedures, but other prearranged actions and management procedures must be considered and included as appropriate.

1. Primary Actions

- On finding a fire, sound the fire alarm at the nearest fire alarm call point
- On hearing the fire alarm, the building will be evacuated without delay
- On hearing the fire alarm, staff and others will leave the building via the advised exit and proceed to the allocated assembly point
- On hearing the fire alarm, a manager or acting lead will call emergency services

2. Assembly Points

The two assembly points are located to the far left and far right hand side of the car park. Our allocated assembly point is on the left hand side when facing the church from Hunts Pond Road.

3. Evacuation Management

Evacuation Manager - A manager or acting lead will assume the duties of this role, which are:

- Overseeing the evacuation and checking that all is operating in accordance with the predetermined plan
- Be available to liaise with the Fire and Rescue Service as necessary
- Co-ordinate, disseminate and act on information from the assembly point and the Fire and Rescue Service

Fire Marshall Roles – Staff will be responsible for the following duties:

- ensuring that children in their charge evacuate in a calm and orderly manner and go directly to the assembly point
- encouraging everyone in their area to leave the building promptly
- closing doors and windows on leaving (if safe to do so)
- report their findings to the supervisor assuming the role of Roll Call Manager
- remain available at the assembly point to assist as necessary

4. Visitors and Contractors

Unaccompanied visitors and contractors will be informed what sound the fire alarm makes, the location of the assembly point and shown the emergency exits in the area(s) in which they have access or are working and will be required to attend the assembly point on operation of the fire alarm.

5. Fire Fighting Arrangements

When staff use fire extinguishers they **must** follow the advice below:

They **must**:

- only tackle small fires
- ensure they are always located between the fire and the exit
- be supported by another person if possible
- leave the building if the first extinguisher has little or no effect on the fire

They **must not**:

- enter smoky atmospheres or where there is obviously a rapidly developing fire or where a fire is already well established
- commence or continue extinguishing a fire if visibility is deteriorating
- remain in the building if they feel unwell or the products of combustion are affecting their breathing

When using extinguishers to tackle a fire, the underlying principle must always be to ensure personal safety and not to over commit to extinguishing the fire.

6. First Aid Arrangements

The first aid kit will be taken to the assembly point and a first aider will be available to render assistance should this be necessary. The first aider will be responsible for instigating requests for an ambulance should one be required.

7. Relocation/Emergency Closure Arrangements

If re-entry to the building is not possible, or permitted, the children will be taken by staff to St John The Baptist Primary School, Primary School, Abshot Road, Titchfield Common, Fareham, Hants. PO14 4NH. where parents/carers will be contacted and asked to collect their child.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 st Dec 2015
1.1	2) change of location for assembly point	Lyn D	9 th Nov 2016
1.2	Change to reflect there are now two assembly points	Lyn D	7 th Jan 2020
1.2	Reviewed, no changes made	Lyn D	20th June 2022
1.2	Reviewed, no changes made	Lyn	13 th June 2024
1.3	Change made to section 1 to remove church admin from wording Supervisor changed to 'a manager or acting lead'	Lyn	27 th Aug 2026

Emergency Action Plan

Police	101 or 999
Fire	999
Ambulance	999
Gas	0800 111999
Electricity	0345 444555
St John The Baptist	01489 573276
Ofsted	0845 640 4040
BBC Radio Solent	0845 303 0961
Wave 105	01489 481058

