



Dunnottar Nursery

Fire Evacuation Policy

Policy Statement

This policy outlines how Dunnottar Nursery team would ensure the safety of children, parents/carers and staff in the event of a fire.

Health and Social Care Standards My support, My life 2017, Scottish Government. As part of being registered with the Care Inspectorate, we must comply with this document and illustrate the standards within our nursery.

3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes.

Aims

To protect our children, staff and parents/carers from any potential threats.

Children have the right to good quality health care – the best health care possible – to safe drinking water, nutritious food, a clean and safe environment, and information to help them stay healthy. Rich countries should help poorer countries achieve this. (United Nations Conventions on the Rights of the Child - Article 24)

Procedures

Fire Warning

The school is equipped with a GENT zoned fire alarm system, which is backed up by an independent electrical supply. The location at the fire point which has been activated is given immediately on the control panel in the foyer.

The fire alarm sounds produce a 'warble' which is quite distinct and different from the sound of the school bells. The 'warble' will continue until the school is evacuated.

There are 'break glass' points located throughout the school on escape routes which if pressed activate the fire alarm system throughout the building.

Should the alarm fail to ring, the person discovering the fire should notify the school office. The office staff will ensure that a continuous ring of the period bell will then occur.

Calling the Emergency Services

An individual who discovers a fire can call it through to 999 only after the fire alarm has been sounded and only if it is safe to do so. The Head Teacher will call 999 unless sure this has already been done.

The Supervisory Janitor will assess the situation and liaise with Head Teacher and Fire Coordinator.

The Fire Coordinator meets Scottish Fire and Rescue and gives details of:

- the location of the activation.
- any known information they have about the fire.
- details about whether the building is occupied or empty.

Instructions on Discovering a Fire

- ✓ activate the nearest 'break glass point' to sound the alarm.
- ✓ follow 'Instructions on Hearing the Alarm' and 'Evacuating the Premises' and inform the Person in Charge who will be in the playground.

Instructions on Hearing the Alarm

If it is safe to do so:

- ✓ switch off electrical and gas appliances.
- ✓ close windows and doors as you leave but do not lock doors.
- ✓ evacuate the premises and assemble in the school playground.

DO NOT

- X stop to collect personal belongings.

Evacuating the Premises - Designated Responsibilities

Fire Coordinator

This will be the Head Teacher or Depute Head Teacher in the event that he/she is off.

- will call 999.
- will do a search of the building to check that all pupils, staff and visitors are out.
- will liaise with supervisory janitor on nature of emergency.
- will stand in a safe place in the playground.
- will be given missing visitor information from office staff.
- will direct any visitors to the playground.
- check with teachers, practitioners and pupil support assistants that all children are present.
- provide information on missing persons and hazardous materials to Scottish Fire & Rescue.
- will advise teaching staff, practitioners, visitors and pupils when safe to re-enter building.

Janitors

- will go to Fire Panel and identify the location of the activation.
- will liaise with Fire Coordinator on nature of emergency.

Admin Officer (to take on role of fire coordinator if HT and DHT out of school)

- will collect portable phone, visitor log and emergency bag (in DHT office) on way out.
- will fill in for fire coordinator in their absence.
- ensures that the 'fire' lists and information is maintained.
- report missing visitors to HT/DHT.

Primary 4	
Present	<input type="text"/>
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Early Years Lead Practitioner and Early Years Practitioners

- collect the yellow fire register sign.
- lead their class outside as quickly and safely as possible.
- practitioners will stay with the children.

- check that all pupils are present.
- report any missing pupils to the Fire Coordinator.

Note

These procedures give some general guidance and set down the steps that staff/pupils should take in the unlikely event of a school lockdown. Due to the changing nature of such situations there may be circumstances where a member of staff has to make a decision which is not reflected in this guidance to reduce or negate potential harm or risk.

Training

Staff are involved in an annual 'table top' walk through of the fire evacuation plan which they review termly with the pupils.

Policy Review

This policy will be reviewed regularly and in response to accident, incident or change in National or Local policy or guidance.

Date of Issue: October 2020

Date of Review: October 2021

Policy Author: Caroline Duncan (DHT)

References

E&CS Establishments, Emergency Response & Business Continuity Plan (ERBCP), Aberdeenshire Council, 2020-2021

