



Evacuation Policy

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| Approved by: | Governing Body | Date: 1 st June 2026 |
| Last reviewed on: | | |
| Next review due by: | September 2026 | |

We aim to minimise the risk of fire, provide means of escape, limit the spread of fire and safeguard life

This procedure identifies the roles and responsibilities of all staff members in relation to any emergency that occurs in the Oldhill Children's Centre. In case of a fire or an emergency, a full evacuation of the Children's Centre may be required.

Day-care

If a full evacuation is required, the nearest exits lead into the garden area. Staff will then need to proceed through the garden area and out of the fire exit onto Oldhill Street from where they will escort children to the assembly point; Oldhill School playground. If the circumstances mean, there is a need to move from the playground, the second assembly point is St Thomas Church on Oldhill Street.

All members of staff will be responsible for the quick and efficient evacuation of the children. Children should be led calmly and safely away from the building; staff must ensure there are no children left behind. It is the role of the Fire warden to check the entire nursery. Senior EYEs are to ensure they collect the children's registers and their room emergency bag. Nobody is to re-enter the workplace until advised by the /emergency services that it is safe to do so.

There are three evacuation cots in the baby room. All baby room children are to be placed in the cots and taken by staff to the assembly point. In case of evacuation, non-childcare staff within Oldhill Children's Centre will support with the evacuation of the children.

It is the responsibility of Oldhill Day Care Nursery administration staff to call emergency services to collect the staff register and the visitor register. Fire drills are carried out at different times and days. Oldhil Day Care records of all fire evacuations are kept in our risk assessment folder held in the main office.

Emergency bag contents

- First aid kit
- Blankets
- Nappies
- Tissues
- Wipes
- Water
- Dried foods
- Children's medical care plan
- Children medication
- Medical declaration forms
- Children contact details