RAINBOW’S END MONTESSORI SCHOOL

EMERGENCY EVACUATION PROCEDURE

The most senior staff member on the premises takes charge of the evacuation.

The alarm is the smoke alarm.

Emergency exits are located at either end of the building and are clearly marked.

Emergency exits are:

* through the door to the cloakroom and out of the building via the entrance doors
* Through the patio doors

The patio doors are unlocked with the key each morning before the children arrive and remain unlocked until the last person leaves the building to allow for easy emergency exit.

The assembly point is along the fence next to the nursery staff car park.

1. In response to the smoke alarm, staff members call the children to line up at the door which is the nearest & safest exit.
2. A staff member secures the door open and leads the front of the line out to the assembly point.
3. All other staff supervise the line, ensuring that all children leave the building safely.
4. The senior member of staff on duty is responsible for ensuring that everyone has left the building and for taking with them the children’s emergency contact details, the register, and the Visitors Log.
5. Once everyone is assembled at the assembly point the register is called.
6. The senior member of staff on duty is responsible for arranging for the emergency services to be called. (In the event of an emergency evacuation a phone can be accessed at Parley First School or – if the school is closed - at other local business premises on Glenmoor Rd eg Tesco)
7. Everyone waits at the assembly point until instructed otherwise by the emergency services or until it is safe to re-enter the building.
8. In the event that children need to be sent home, the person in charge arranges for their parents to be telephoned.
9. Staff remain responsible for the children until they are collected.

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RAINBOW’S END MONTESSORI SCHOOL

PROCEDURES FOR FIRE SAFETY & FIRE PREVENTION

* Fire Drills are carried out every term.
* Fire Drills are planned for a particular week and are carried out during a mixture of morning & afternoon sessions throughout the week so that all children experience at least one fire drill.
* The smoke alarm is demonstrated to the children as part of the explanation of fire drill.
* Fire drills are carried out initially with prior warning & explanation so that the children understand the procedure, and then at an unannounced time during the session.
* Fire drills are recorded in the Emergency Evacuation Log which is filed in the Risk Assessments folder.
* Smoke alarms are tested daily as part of daily risk assessments and are also tested as part of termly fire drills.
* Fire extinguishers are located next to fire exits and in the kitchen.
* Fire extinguishers are inspected annually by Beacon Fire Ltd. Inspection reports are filed in the Risk Assessments folder in the staff room.
* A fire blanket is located in the kitchen.
* A sprinkler system is installed throughout the building and activates automatically when fire is detected (temperature activated).
* PAT tests are carried out annually on all electrical equipment. Inspection certificates are filed in the Risk Assessments folder.

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