

Greenfield Little School: Fire Evacuation Procedure – Fledglings Room



In the event of a fire/fire alarm, children and staff in the Fledglings room will evacuate thus:

Fire warden will don a high-viz jacket and grab the evacuation bag from the hook next to the double doors leading to the garden.

Children will calmly be gathered by all staff and those able to walk will be encouraged to hold the evacuation rope.

Children unable to walk will be placed in the evacuation trolley which is situated next to the double doors leading to the garden.

A sweep of the Fledglings room, sleep area and children's bathroom will be carried out by a nominated member of staff.

The fire warden will lead the evacuation and open the gate leading to the car park (which is disarmed whilst the alarm is sounding) and continue to lead the group to the fire point.

Two members of staff will walk with the evacuation trolley, supporting the children.

A member of staff will hold the front of each evacuation rope and another will hold the end.

If necessary, another member of staff will walk alongside the rope to make sure children are safe and supported.

Once assembled, the fire warden will carry out a registration check to children and adults are all present.

Children will be supported to wait whilst checks are carried out inside the building.

Once the all clear is given, everyone will return to the Fledglings room in the same fashion and another head count will be carried out.

Contents of the evacuation bag will include:

- Labelled carry bag
- Travel pack of baby wipes
- Disposable changing mat
- Disposable nappies (various sizes)
- Pack of tissues
- First aid kit
- Emergency contact details
- Mobile Phone/Walkie talkie

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