**OSCAR CLUB EMERGENCY PROCEDURES**

Introduction

* It is essential that all staff, students and visitors are aware of the procedures to be followed and the actions they must take in the event of any emergency.
* We ensure our premises present no risk or fire by ensuring the highest possible standard of fire precautions.
* The person in charge and all staff are familiar with the current legal requirements.
* Where necessary we seek advice from a competent person such as the Fire Safety Officer.

Fire Safety

* Under current legislation there is a duty for each premise to have in place a detailed fire risk assessment. It is the responsibility of the setting to ensure that this is the case and that the assessment is regularly reviewed as with any other type of risk assessment.
* Fire safety equipment is installed and checked regularly. They meet BSEN standards.
* Fire drills/evacuation practices are undertaken at least once a term.
* Fire drills/evacuation practices are always recorded and records are retained by the nursery. These records contain date and time of drill, how long it took, whetehr there were any problems that delayed the evacuation, and any further action to improve the drill procedure.
* Fire doors are clearly marked, never obstructed and easily opened from inside.
* Fire evacuation procedures are clearly displayed on the premises.

Procedure

If there is a fire……

1. Sound the fire alarm.
2. Call 999, giving the nature of the emergency and address of the setting.
3. Supervisor takes the phone register, staff sign in book and visitors book and the emergency contact details for all staff and children.
4. Immediate evacuation of all children and staff by the nearest, safest exit. Do not stop to collect belongings.
5. Congregate at the fire assembly point which is on the grass verge up the driveway towards the gates.
6. The Supervisor checks the pre-school.
7. The Supervisor checks that all the children, staff and visitors are present using the register.
8. Oonce all the children are safe, a member of staff should go to meet the fire brigade.
9. Under no circumstance should anyone re-enter the building until the fire officer has checked it.
10. If the building cannot be re-entered, parents must be phoned to collect children immediately and the evacuation procedure followed.

On hearing the fire alarm………

1. Call 999, giving the nature of the emergency and address of the setting. Once all the children are safe, a member of staff should go to meet the fire brigade.
2. Follow evacuation procedure as above.

Evacuation Procedure

If a situation should arise in which we would have to evacuate the pre-school, eg. we have a gas leak we will take all the children to the setting’s place of safety which is on the grass verge up the driveway towards the gages.

A member of staff will take the phone, register, staff sign in book and visitors book and the emergency contact details for all staff and children. The parents will be notified immdiaately.

Signed on behalf of the Voluntary Management Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_