



## Emergency Evacuation Procedure - Venture Hope Cove

**Dial 999, ask for the emergency service required and be ready with the information below.**

**Speak clearly and slowly and be ready to repeat information if asked.**

- your telephone number- Staff Phone Number - 07494 108204
- your name
- your location as follows Devon [S W Coast Path, Hope Cove, Kingsbridge TQ7 3HR]
- state what the postcode is – please note that postcodes for satellite navigation systems may differ from the postal code
- provide the exact location of the patient / incident within the kindergarten setting
- provide the name of the child and a brief description of their symptoms
- inform them of the best entrance to use and state that the crew will be met and taken to the patient
- keep a completed copy of this form by the phone

**At the Reading Rooms there is a fire blanket and extinguisher in the kitchen and an extinguisher in the main room to the right of the fireplace.**

**At the Methodist Chapel there is a fire extinguisher to the right of the door as you enter and an extinguisher and fire blanket in the kitchen area.**

### **Fire Safety Procedures (Reading Rooms and garden)**

- Venture Outdoor Kindergarten will carry out fire drills which will take place at least once per term.
- Each fire drill will be recorded stating the date and time of the drill, the number of children present, names of staff who took part and how long it took to evacuate the area and any additional comments.
- Fire exits must be marked appropriately and kept clear at all times.
- All fire extinguishers and blankets must be clearly marked.
- The staff will lead the children in discussions about fire procedures regularly, in particular before a fire drill is imminent.
- If a fire is detected the alarm should be raised immediately.

### **Duties and Responsibilities**

All employees must –

- Know the location and types of fire fighting equipment in the setting and where the instructions for their operation are located.
- Know the escape routes from the Reading Rooms and garden area, or Methodist Chapel.
- Know the nominated assembly point for the site. **Opposite the Reading Rooms and onto the far side of the square. This remains the same if we are using the Methodist Chapel.**
- Be aware of the sound of how we raise the alarm.
- Know the setting's Fire Evacuation Procedure.
- When the alarm sounds it is important to evacuate the Reading Rooms or Methodist Chapel as soon as possible.  
Be aware that a genuine fire may alter the fire procedures, actions and/or assembly point arrangements.

Children will also be made aware of the above points.

**In an emergency the leader must –**

- **Instruct a member of staff to phone the emergency services. This is done from the nearby phone box, or mobile phone. If both of these options were unavailable we would use the Hope Cove House Hotel, or local residents' house.**
- Reassure and direct the children and any visitors to line up at the door to the Reading Rooms / the garden gate / Methodist Chapel door. The rope bus can be used if available.
- Lead children and visitors out and onto the assembly point. The manager will check the Reading Rooms/Methodist Chapel and surrounding areas, including the toilet.
- The leader will bring the setting mobile phone which contains the Tapestry register, the folder containing the children's emergency contact details, staff register and visitor's book with them as they leave the area. They will also collect any life saving medication.
- Any other staff will help evacuate children.
- No member of staff will attempt to fight a fire unless this is necessary for escape.
- The leader will check that all children, staff and visitors are present at the assembly point and inform the fire officer in charge.
- If anyone is identified as missing this must be reported to the leader, or the emergency services.
- The leader will report to the fire brigade on arrival and report the location of the fire, what items are on fire if known, and the status of the roll call. If a person is reported missing, try to identify in which area that person is most likely to be.
- Do not permit anyone to re-enter the area until the all clear is given by the emergency services. This includes staff, visiting public, contractors etc.

**When the all clear is given by the emergency services**

- Report the all clear to staff and allow re-entry to the area.
- Complete the fire drill record.

**Emergency Evacuation Procedures (Woodland, Beach and surrounding areas)**

The following evacuation procedure will be used in the event that the group are away from the Reading Rooms the garden or Methodist Chapel:

- The leader will make the judgement that the group needs to evacuate the area and communicate this with the other staff members.
- **The leader will instruct a member of staff to phone the emergency services if necessary. This is done from the nearby phone box, or mobile phone. If both of these options were unavailable we would use the Hope Cove House Hotel or other local establishment.**
- The leader will gather the children on the rope bus and other staff members will support in achieving this quickly.
- The leader will collect their backpack containing the register folder, first aid kit, life-saving medications etc.
- The leader will undertake a headcount before the children are led away on the rope bus.
- The leader will use her judgement, bearing in mind the nature of the emergency, to decide whether the group will return to the Reading Rooms and garden or another known area. The children will remain on the rope bus until they have reached the destination.
- An incident form will be completed by the leader.

### **Management duties**

The manager will:

- Ensure that all staff, including supply staff, temporary staff, students and volunteers, as well as contractors brought in by the childcare provision, are aware of the setting's fire and emergency evacuation procedures.
- Ensure that the person in charge is fully aware of and understands her duties and responsibilities.
- Ensure action points relating to fire risk assessments of the setting are acted upon.
- Ensure that all children, staff and visitors with disabilities who may have difficulties in evacuating from the area unassisted have a 'personal emergency evacuation plan'. This plan will allocate helpers to those who need them and look at which evacuation routes are practical for them to use.

### **Monitoring and review**

This policy is monitored by the staff and management of Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2017.

# Emergency Evacuation Procedure Hope Cove 3.0

Reviewed September 2018.

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