



Emergency Evacuation Procedure - Venture Kitley Farm

Request an ambulance - dial 999, ask for an ambulance 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 - 07949 359494
- your name
- your location as follows Devon [Venture Kitley Farm, Behind Ben's Farm Shop, Yeampton, Plymouth, PL8 2LT]
- 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

In the office there is a first aid kit and in the hut fire extinguishers clearly visible.

Fire Safety Procedures (garden)

- Venture Outdoor Kindergarten will carry out fire drills which will take place at least once per term.

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- 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 kindergarten.
- Know the nominated assembly point for the site. **Far side of the car park on the grass.**
- Be aware of the sound of how we raise the alarm. **Whistle kept hanging on outside of shed.**
- Know the setting's Fire Evacuation Procedure.
- When the alarm sounds it is important to evacuate the kindergarten 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 manager must –

- **Instruct a member of staff to phone the emergency services. This is done by mobile phone or from Ben's Farm Shop.**
- **Instruct a second member of staff to do a sweep of the area checking that no-one is left in the garden or hut and bringing first aid kit and children's medications.**

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- Reassure and direct the children and any visitors to line up at the gate to the garden. The rope bus can be used if available.
- Lead children and visitors out and onto the assembly point. The manager will check the kindergarden, including the shed, hut and toilets.
- The manager 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.
- If the fire is inside the hut the staff with them will help to evacuate each child individually down the steps. With a member of staff then checking to ensure all children are out, including under bench before leaving themselves.
- No member of staff will attempt to fight a fire unless this is necessary for escape.
- The manager 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 manager, or the emergency services.
- The manager 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.

Management duties

The manager will:

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- 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 his/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 May 2020.

Reviewed August 2021.

Reviewed August 2023.

Reviewed August 2024.