# FIRE SAFETY, EMERGENCY EVACUATION & LOCKDOWN POLICY

Happy Hoglets Multilingual Nursery | EduArt C.I.C. | Unit 1, Wolseley Trust Business Park, Plymouth, PL2 3BY

**Provider / URN:** EduArt C.I.C. (URN: 2861402)
**Cohort & Capacity:** Ages 2–5 Years (Max 20 Children)
**Nursery Manager & DSL:** Claudia Cristina Zolde
**Deputy Manager & First Aid Lead:** Irina Ecaterina Matei
**Effective Date:** 01 September 2026
**Review Date:** 01 September 2027 (EYFS Sept 2026)

## 1. Policy Statement & Statutory Framework

In accordance with the **Early Years Foundation Stage (EYFS) Statutory Framework (effective 1 September 2026)** and the **Regulatory Reform (Fire Safety) Order 2005**, Happy Hoglets Multilingual Nursery takes all reasonable steps to ensure the safety of children, staff, volunteers, and visitors in the event of a fire or emergency evacuation.

## 2. Fire Prevention & Daily Safety Controls

- **Daily Opening & Closing Checks:** Before children arrive each morning, staff verify that the main exit door is unlocked from the inside, green illuminated 'FIRE EXIT' signs are unobstructed, emergency pathways are clear, and the wall-mounted First Aid box is intact.
- **Electrical & Heating Safety:** Panel heaters are kept completely clear of coats, blankets, and displays. Portable appliances are PAT-tested and switched off/unplugged at closing.
- **Fire Fighting Equipment & Alarms:** Smoke detectors, emergency lighting, and fire extinguishers at Unit 1 are inspected weekly in-house and serviced annually by a competent contractor in coordination with Wolseley Trust.
- **No Smoking / Vaping:** Smoking, vaping, naked flames, and candles are strictly prohibited across all indoor and outdoor nursery spaces.

## 3. Emergency Evacuation Procedure (Step-by-Step)

1. **Raise the Alarm:** Anyone discovering a fire or smoke immediately activates the nearest fire alarm call point and shouts *"Fire – Evacuate Now"*.
2. **Lead Children to Safety:** Practitioners calmly gather children immediately without stopping to collect personal belongings. Staff assist any child with SEND, mobility needs, or emotional distress using their Personal Emergency Evacuation Plan (PEEP).
3. **Collect Emergency Grab-Pack & Register:** The Nursery Manager (or senior practitioner on duty) collects the **Daily Attendance Register**, visitor book, **Off-Site Medical Grab-Bag** (inhalers, EpiPens, emergency contacts), and setting mobile phone, checking the toilets and quiet areas before closing doors behind them.
4. **Assemble at Designated Assembly Point:** Escort children safely via the designated fire exit to the **Wolseley Trust Business Park Designated Fire Assembly Point** (safe distance clear of Unit 1 and emergency vehicle access).
5. **Roll Call & Emergency Services:** Immediately conduct a physical headcount against the Daily Attendance Register and Visitor Log. Call **999** (Fire & Rescue Service) and confirm no one remains inside.
6. **Off-Site Evacuation (Wolseley Trust Garden & Community Hall):** If the alarm sounds while children are in the Wolseley Trust Garden or Community Hall, staff immediately escort children through the agreed locked gate/exit to the outdoor assembly point, conduct a four-point headcount check, and keep the Off-Site Medical Grab-Bag with the group.
7. **Re-Entry Rule:** Nobody may re-enter the building until the Fire & Rescue Service or Wolseley Trust Fire Warden declares it completely safe.

## 4. Fire Drills & Record Keeping

Fire evacuation drills are conducted at least **once per half-term (every 6–8 weeks)** across varied days and session times (morning and afternoon) so all children and staff experience the routine. Every drill and alarm activation is

recorded in the **Fire Evacuation Log** below and reviewed by the Nursery Manager to improve evacuation times and support individual children.

## 5. Happy Hoglets Fire Evacuation Drill Log (2026–2027)

| Date | Time | Evacuation Time | No. of Staff & Children | First Names/Ages of Children & What Went Well / Issues Identified | Lead Staff Signature |
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**Approved By (Nursery Manager & DSL):** Claudia Cristina Zolde

**Signature:** _____

**Date:** 01/09/2026

**Deputy Manager & First Aid Lead:** Irina Ecaterina Matei

**Signature:** _____

**Date:** 01/09/2026