Emergency Evacuation and Contingency Plans

1. If you discover a fire, operate the nearest alarm.
2. Playroom staff should leave with children from the nearest exit and go to the assembly point with the register.
3. The most senior member of staff will do a sweep of the building.
4. The most senior member of staff will pick up the list of parent contacts.
5. There are three fire wardens: Deirdre, Shona and Catriona.
6. Keys for the padlocks for external gates are attached to the fire registers in the playroom.
7. If pre-entry to the nursery is not permitted, the children should assemble in Miltonbank Primary School.
8. The janitor will give the instruction to return to the building.
9. Fire Drills are practised once per term, (am. & pm.).
10. Management Standard Fire Safety Appendix 4 will be discussed with staff at in-service days in August each year. If any staff are absent, Deirdre will speak with them upon their return.
11. Fire Safety Risk Assessment should be reviewed annually by Head of Centre.
12. Children with parents with hearing impairment will be shown the visual alarm which flashes at the same time as the audible warning.
13. Personal Emergency Evacuation Plans will be created for those children who require them.

Janitor:- Robert Graham

Fire Wardens:- Deirdre Kilmurry, Shona Young & Catriona McMillan.

For further information see:

Management Standards @ Glasgow online, Health and Safety