Emergency Evacuation Plan

Purpose and scope

This plan applies to Ready Steady Grow Pre-School and must be read alongside the setting fire risk assessment, the church/shared-premises fire arrangements and the wider Emergency Evacuation and Lock-down Policy. It reflects the EYFS statutory framework for group and school-based providers effective from 1 September 2026 and current London Fire Brigade guidance.

The priority is immediate, calm evacuation to a place of safety. No person should take a personal risk, delay evacuation to collect belongings, or re-enter the building until the Fire and Rescue Service or other competent authority confirms that it is safe.

Raising the alarm and calling 999

- On discovering fire, smoke, a burning smell or another danger requiring evacuation, raise the alarm immediately using the premises fire-alarm arrangement. The setting's agreed three loud whistle blasts may be used as the pre-school evacuation signal where this forms part of the current premises fire plan and is audible to everyone.
- A designated adult calls 999 as soon as it is safe to do so, gives the setting/building name and full address, the nature/location of the fire or hazard, and confirms that young children are being evacuated. Do not assume an automatic alarm has made the call.
- Staff act immediately on the alarm; they do not wait to investigate or confirm the source before beginning evacuation.

Immediate evacuation actions

- The Manager takes charge. If absent, the Deputy or nominated competent person takes charge.
- Children stop the activity and are calmly directed to the nearest safe exit. They do not need to form pairs or line up if doing so would delay escape.
- Staff maintain effective supervision and take a rapid headcount. Babies, children with SEND, mobility, sensory, communication or medical needs, and any child who may need additional help are supported in accordance with their individual emergency arrangements/PEEP where required.
- The register, visitor/sign-in information, setting mobile phone and essential emergency medication are taken only if immediately accessible and doing so does not delay evacuation.
- A designated staff member may sweep toilets, adjoining areas and other spaces only if this can be done without delaying their own escape. Staff must never search in smoke, re-enter, or put themselves at risk. Doors are closed behind the last person where safe to slow the spread of fire.
- Everyone proceeds directly to the assembly point on the grass by the fence, unless that area is unsafe or emergency services direct otherwise. A safer alternative assembly point must then be used.

Primary route - front of hall

- When the front route is safe, children and staff leave through the front fire exit, follow the path around the church to the car park at the front of the church, and continue to the assembly point on the grass by the fence.

Alternative route - kitchen/back fire exit

- If the front route is unsafe or blocked, children and staff use the alternative fire exit by the kitchen, leave through the back fire door, turn right around the building past the church and proceed to the assembly point on the grass by the fence, provided this route remains safe.
- Staff must use the nearest safe available exit and must not move towards fire, smoke or another known hazard simply to follow the usual route.

At the assembly point

- The Manager/Deputy checks the attendance register and staff/visitor records and completes a headcount immediately. Any discrepancy is reported to the Fire and Rescue Service without delay; staff must not re-enter to search.
- Children remain closely supervised and together. Key persons support their children where practicable, but overall safe supervision and accounting for every person takes priority over key-person groupings.
- Emergency medication is kept available to the relevant child and trained staff.
- Parents/carers are informed as soon as practicable if the incident affects collection, closure or children's welfare. Children are released only through the setting's normal safe collection arrangements unless emergency services direct otherwise.

Children requiring additional evacuation support

The Manager identifies children who may need additional help to evacuate, including temporary needs, and records proportionate arrangements in an individual Personal Emergency Evacuation Plan (PEEP) or equivalent evacuation support plan. Plans identify the assistance, equipment, route and staff roles required and are reviewed whenever the child's needs, staffing, premises or fire risk assessment changes.

Shared premises and fire-safety management

- Because the pre-school operates in shared/church premises, the setting's arrangements are coordinated with the Responsible Person/building manager and any other occupiers. Escape routes, alarm arrangements, assembly points and responsibilities must not conflict.
- Escape routes and final exits are kept clear, available and easy to open while the premises are occupied. Fire doors are not wedged open unless held by an approved automatic device.
- The Manager ensures the current fire risk assessment, alarm testing, emergency lighting, fire-fighting equipment and other premises checks are managed by the appropriate Responsible Person and that any defect affecting pre-school safety is acted on promptly.

Drills, induction and review

- All staff, students and regular volunteers receive induction on the alarm, both escape routes, assembly point, 999 arrangements, children requiring additional support and their individual responsibilities.
- Evacuation drills are carried out regularly and at different times/conditions so that all children and staff are familiar with the procedure. Ready Steady Grow records each drill, including date/time, route used, evacuation time, persons involved, issues identified and actions required.
- The plan and fire risk assessment are reviewed after a drill, fire, near miss, significant change to the premises or children's needs, and at least annually. Any action identified is completed and recorded.

After an actual fire or significant emergency

- The Manager records the event, actions taken, attendance/accountability and any learning or risk-assessment changes. Relevant accident, safeguarding, RIDDOR or other statutory reporting duties are considered according to the circumstances.
- Ofsted is notified of any significant event affecting the childcare where notification is required, as soon as possible and always within the applicable 14-day statutory period.

Current references

- Early Years Foundation Stage statutory framework for group and school-based providers - effective 1 September 2026.
- Regulatory Reform (Fire Safety) Order 2005, as amended.
- London Fire Brigade - Fire Safety Precautions for Childcare Facilities that are Places of Work (GN03) and current workplace emergency-plan guidance.
- London Fire Brigade - current Bromley Borough fire-risk information and guidance.
- Ofsted - Report a serious childcare incident, updated 1 September 2026.