



Fire Evacuation Policy

Purpose

The safety of children, staff, parents, visitors, volunteers and other people using the setting is of the highest priority. This policy sets out the procedures to be followed in the event of a fire or other emergency requiring the evacuation of the preschool, breakfast club or after-school club.

Pavilion Pre School (Aigburth) CIO will take all reasonable and practicable steps to prevent fires and ensure that, should a fire occur, everyone can leave the premises quickly, calmly and safely.

This policy operates alongside the setting's Fire Risk Assessment, Health and Safety Policy, Safeguarding Policy and Risk Assessments.

The procedures are based on the requirements of the Regulatory Reform (Fire Safety) Order 2005, which requires appropriate emergency procedures, competent persons and arrangements for evacuation. Emergency routes and exits must be kept clear and allow people to evacuate as quickly and safely as possible.

Scope

This policy applies to:

- All preschool sessions
- Breakfast Club
- After-School Club
- Children attending the setting
- All employees and volunteers
- Students and trainees
- Agency staff
- Parents and carers while on the premises
- Visitors, contractors and other members of the public
- Any other person present on the premises

The evacuation procedure will be followed regardless of whether the alarm is believed to be a genuine fire, unless the alarm is being tested or a planned drill is taking place.



Fire Evacuation Policy

Fire Safety Responsibilities

The Operations Manager is responsible for ensuring that:

- A suitable and sufficient fire risk assessment is completed and reviewed.
- Appropriate fire safety arrangements are in place.
- Staff receive suitable fire safety and evacuation training.
- Fire evacuation procedures are clearly communicated to staff.
- Fire exits and evacuation routes remain clear and accessible.
- Fire alarms, emergency lighting and other fire safety equipment are appropriately maintained and tested.
- Fire drills are carried out and recorded.
- Individual arrangements are considered for children, staff or visitors who may require additional assistance during an evacuation.
- Appropriate arrangements are in place for breakfast and after-school sessions when staffing and occupancy may differ from the main preschool session.
- The Fire and Rescue Service can access relevant information about the premises and evacuation arrangements where required.

The Operations Manager must ensure that appropriate fire precautions and evacuation procedures are established and that sufficient competent people are nominated to implement them.

The Deputy/Designated Fire Safety Lead

Where applicable, the Deputy or designated Fire Safety Lead will:

- Support the Operations Manager with fire safety arrangements.
- Ensure staff are aware of the evacuation procedure.
- Assist with fire drills.
- Check that fire exits and routes are unobstructed.
- Take responsibility for the fire register/attendance information during an evacuation.
- Report any concerns about fire safety immediately to the Manager.



Fire Evacuation Policy

All Staff

All staff are responsible for:

- Familiarising themselves with the evacuation procedure and escape routes.
- Knowing the location of the nearest appropriate fire exit.
- Knowing the designated assembly point.
- Keeping evacuation routes clear.
- Taking children's safety seriously at all times.
- Following the instructions of the person coordinating the evacuation.
- Ensuring children remain together and are supervised throughout the evacuation.
- Never returning to the building until authorised to do so.
- Reporting hazards, damaged equipment or blocked exits immediately.

Fire Detection and Alarm

The setting has an appropriate fire detection and alarm system.

Staff must:

- Treat every fire alarm as genuine.
- Stop activities immediately when the alarm sounds.
- Remain calm and reassure children.
- Begin evacuation without delay.
- Never assume that another member of staff has dealt with the alarm.
- Never silence or reset the alarm unless authorised to do so and it is safe.

Children will be supported to understand that the fire alarm means we need to leave the building safely and go to our safe meeting place.

Procedure When the Fire Alarm Sounds

When the fire alarm sounds:

1. Stop immediately

Staff will stop activities and instruct children to leave the building calmly.



Fire Evacuation Policy

Staff should use clear, reassuring language such as:

"The fire alarm is sounding. We are going outside to our safe meeting place."

Staff should avoid causing unnecessary fear or panic.

Evacuate

Children and adults will leave by the nearest safe available exit.

Staff must not use an exit if there is smoke, fire or another obvious danger blocking the route.

The designated evacuation routes are:

- Main room: Emergency exit leading to garden area or door leading to the entrance hall
- Entrance hall: Emergency exit to the main pathway or through the door into the main room and exit via the emergency exit leading to the garden area
- Staff room: Emergency exit leading to the garden area
- Kitchen: Through the main room and exit via the emergency exit leading to the garden area or the door leading to the entrance hall
- Toilets: Through the main room and exit via the emergency exit leading to the garden area or the door leading to the entrance hall

Take children and essential information only including the fire folders located in the main entrance hallway which include registers of children attending for the current week together with contact details for parents/carers and staff emergency contacts. Visitors signing in sheet located in the main entrance hall. Leave all personal belongings behind.

Staff must never delay evacuation in order to collect paperwork or belongings.

Staff will take children to the designated assembly point.



Fire Evacuation Policy

Where safe and practicable, the person responsible for the attendance register will take:

- Current children's register
- Staff register
- Visitor/student record
- Emergency contact information
- Emergency medication where this can be taken safely and without delaying evacuation

Close doors

Where this can be done safely without delaying evacuation, staff should close doors behind them to help restrict the spread of fire and smoke.

Staff must not lock doors or otherwise prevent emergency access.

Assemble

Everyone will move to the designated assembly point:

Assembly Point: Aigburth Community Church Hall

Children must remain with their assigned staff members.

Register and Headcount

Once at the assembly point:

- Staff will gather children together.
- Registers will be checked immediately.
- Staff will account for every child in their care.
- Staff will account for themselves.
- Visitors, students, volunteers and contractors will also be accounted for.
- Any missing person must be reported immediately to the Manager/Fire Service.

Staff must not re-enter the building to search for a missing child or person.



Fire Evacuation Policy

The Fire and Rescue Service must be informed immediately of anyone believed to be missing and given the last known location.

Calling the Fire and Rescue Service

The emergency services will be called by dialling 999.

The person making the call should clearly state:

- The setting's name
- The full address
- That there is a fire or suspected fire
- Whether everyone has evacuated
- Whether anyone is missing
- Any other information requested by the emergency operator

The caller should remain available to answer questions where possible.

Setting address:

Pavilion Pre School (Aigburth) CIO, 50 Dundonald Road, Liverpool, L17 0AF

Telephone number:

0151 345 6364

The caller may provide a mobile telephone number if one has been taken to the meeting point.

Fire Evacuation During Breakfast Club

Breakfast Club operates at a different time of day and with different staffing arrangements from the main preschool session.

The Breakfast Club team must therefore ensure that:

- The current attendance register is completed.
- Staff know the evacuation routes.
- Staff know the assembly point.
- Children are supervised throughout the evacuation.



Fire Evacuation Policy

- Staff-to-child ratios remain appropriate during evacuation as far as reasonably practicable.
- Any children requiring additional assistance are identified.
- The person responsible for the register is clearly identified at the start of the session.
- Visitors and other adults are included in the headcount.

The evacuation procedure applies equally whether there are two children attending or a full Breakfast Club session.

Fire Evacuation During After-School Club

The After-School Club operates after the main preschool session and involves children who have had a full day of education or care.

Staff will:

- Maintain an accurate register of children attending.
- Ensure children know the evacuation procedure.
- Maintain appropriate supervision during evacuation.
- Take account of children's individual needs.
- Ensure all children are accounted for at the assembly point.
- Include staff, visitors and other adults in the headcount.
- Ensure parents/carers who arrive during an evacuation remain at the assembly point or follow instructions from staff and emergency services.

Parents/carers must not enter the building to collect their child during a fire evacuation.

Children Requiring Additional Support

The setting recognises that some children may need additional support to evacuate safely.

This may include children who:

- Have SEND
- Have mobility difficulties



Fire Evacuation Policy

- Have sensory needs
- Are very young or unable to follow instructions independently
- Become distressed by alarms or loud noises
- Require physical assistance
- Have a medical condition or other individual need affecting evacuation

Individual arrangements will be identified and individual fire evacuation plans will be issued.

Staff will ensure that:

- The child has an identified member of staff responsible for supporting them where appropriate.
- Any equipment required for evacuation is identified and readily available.
- Staff understand the agreed procedure.
- Arrangements are reviewed when the child's needs change.

Children Who Are Distressed or Refuse to Evacuate

Staff will use calm and reassuring language to encourage children to leave.

Children should never be deliberately frightened into evacuating.

Staff may use familiar routines, songs, simple instructions or reassurance where appropriate.

If a child refuses to leave, staff must follow the setting's agreed individual evacuation arrangements and prioritise the safety of the child and other children.

Visitors, Parents, Students and Contractors

All visitors are expected to follow staff instructions during an evacuation.

Visitors should:

- Leave the building immediately when the alarm sounds.
- Follow the nearest safe evacuation route.
- Report to the assembly point.
- Remain there until instructed otherwise.



Fire Evacuation Policy

Visitors must not attempt to collect children, return to the building or interfere with the evacuation.

The visitor record should be used to help account for visitors where applicable.

What Staff Must Not Do

During a fire evacuation, staff must not:

- Stop to collect personal belongings.
- Return to collect coats, bags or phones.
- Attempt to fight a fire unless they have been specifically trained and it is safe to do so.
- Re-enter the building.
- Search for missing people inside the building.
- Leave children unsupervised.
- Allow parents/carers to enter the building.
- Block access for the emergency services.
- Use a route that is affected by fire or smoke.
- Delay evacuation unnecessarily.

Fire-Fighting Equipment

Fire extinguishers and other fire-fighting equipment will be provided and maintained in accordance with the fire risk assessment.

Only staff who have received appropriate training should consider using fire-fighting equipment, and only where doing so does not place themselves or others at risk.

The primary responsibility of staff is to raise the alarm, evacuate and ensure children and other people are safe.



Fire Evacuation Policy

Fire Drills

The setting will undertake regular fire evacuation drills to ensure that staff and children understand what to do in an emergency.

Drills will:

- Be recorded.
- Include staff working across different sessions where practicable.
- Include consideration of Breakfast Club and After-School Club arrangements.
- Test evacuation routes.
- Test the effectiveness of the headcount/register procedure.
- Consider children requiring additional support.
- Be reviewed afterwards to identify improvements.

The setting will vary the circumstances of drills where appropriate, for example by considering different exits or different areas of the building, while ensuring that drills are carried out safely.

The frequency of drills will be determined by the setting's fire risk assessment and applicable guidance.

Recording Fire Drills

Each fire drill will be recorded, including:

Date:

Time:

Session: Preschool / Breakfast Club / After-School Club

Number of children:

Number of staff:

Visitors:

Evacuation time:

Exit used:

Assembly point:

Was everyone accounted for? Yes / No

Children requiring additional support:



Fire Evacuation Policy

Problems identified:

Actions required:

Person completing record:

Manager's review:

Any issues identified will be addressed promptly.

Fire Safety Checks

Regular checks will be undertaken to ensure that:

- Fire exits are clear.
- Fire doors are not obstructed or wedged open where this is inappropriate.
- Emergency routes are clear.
- Fire exit signs are visible.
- Fire alarm systems are maintained and tested appropriately.
- Emergency lighting is maintained where required.
- Fire extinguishers and other equipment are accessible and maintained.
- Children cannot access fire safety equipment unnecessarily.
- Combustible materials are stored appropriately.
- Electrical equipment is used safely.
- The kitchen and cooking equipment are appropriately managed.
- Outdoor areas and sheds do not obstruct emergency access or evacuation routes.

Fire Risk Assessment

The setting will maintain a suitable and sufficient Fire Risk Assessment.

The assessment will identify:

- Potential sources of ignition
- Sources of fuel
- People at risk
- Children and adults requiring additional assistance
- Means of escape
- Fire detection and warning arrangements
- Emergency lighting



Fire Evacuation Policy

- Fire-fighting equipment
- Evacuation procedures
- Staff training
- Fire drills
- Arrangements for visitors
- Arrangements during Breakfast Club and After-School Club
- Any particular risks associated with the premises

The fire risk assessment and associated arrangements will be reviewed regularly and whenever there is a significant change to the premises, staffing, activities or circumstances.

After an Actual Fire

Following an actual fire:

- No one will re-enter the building until the Fire and Rescue Service or another appropriately authorised person confirms that it is safe.
- Children will remain supervised at the assembly point or be moved to an alternative safe location if instructed.
- Parents/carers will be contacted as soon as practicable where appropriate.
- The Manager will ensure that relevant records are completed.
- The incident will be reviewed.
- The fire risk assessment will be reviewed following the incident.
- Any required notifications will be made to relevant authorities and organisations.

Safeguarding and Children's Emotional Wellbeing

Fire drills and emergency procedures will be conducted in a way that considers children's emotional wellbeing.

Staff will:

- Use age-appropriate explanations.
- Avoid unnecessary discussion of frightening scenarios.
- Reassure children during and after drills.



Fire Evacuation Policy

- Be particularly mindful of children who may have additional sensory, communication or emotional needs.
- Listen to children's questions and concerns.
- Use familiar routines to help children understand what happens during an evacuation.

Children will be taught that the purpose of a fire drill is to practise how to get to a safe place quickly and safely.

Training and Information

All staff will receive information about the fire evacuation procedure as part of their induction and will be provided with refresher information when necessary.

Staff will be made aware of:

- The location of fire exits.
- Evacuation routes.
- The assembly point.
- Fire alarm arrangements.
- Their responsibilities during an evacuation.
- How registers are managed.
- Arrangements for children requiring additional support.
- Procedures for Breakfast Club and After-School Club.

Any changes to the evacuation procedure will be communicated to staff promptly.

Policy Review

This policy will be reviewed:

- At least annually.
- Following a fire or significant incident.
- Following a fire drill where concerns are identified.
- Following changes to the premises.
- Following changes to staffing or the way the setting operates.
- Following changes to relevant legislation or guidance.
- Following changes to the setting's fire risk assessment.



Fire Evacuation Policy

The policy will be reviewed alongside the setting's Fire Risk Assessment to ensure that the written procedure reflects the actual premises and current arrangements.

Fire Evacuation Quick Reference for Staff

WHEN THE ALARM SOUNDS:

1. STOP – Stop the activity immediately.
2. REASSURE – Keep children calm.
3. EVACUATE – Use the nearest safe exit.
4. SUPERVISE – Keep children together.
5. ASSEMBLE – Go directly to the designated assembly point.
6. REGISTER – Check every child, staff member and visitor.
7. REPORT – Tell the Manager/Fire Service immediately if anyone is missing.
8. DO NOT RE-ENTER – Wait for the Fire and Rescue Service to confirm it is safe.

Emergency number: 999

Assembly point: Aigburth Community Church Hall

Main evacuation route: Main pathway to main gate

Fire Safety Lead: Sue MacGregor

Deputy: Natalie Griffiths

This policy was adopted in September 2025

It will be reviewed annually, as and when required or after a major incident.

Last update: 30.09.26