**MERTON COURT SCHOOL**

**Emergency Evacuation Plan for Early Years 2024-25**

This plan is intended to enable a safe evacuation of Early Years department at Merton Court School and its associated areas in the event of a fire or other emergency.

**Evacuation Assembly Points**

Evacuation from the Early Years Building is to Merton Field. Should the children be in the outdoor environment when a fire starts in the EY building they should be taken via the staff gate to Merton Field.

**Alarm system**

The Early Years department is connected to the main school system. In the event of a fire or other emergency evacuation the alarm should be activated at the nearest Break Glass point and 999 should be called immediately using the class phone. The Main school alarm will be activated. Walkie-talkies should be turned to channel 3. If unable to contact the school office (0208 300 2112), then contact Mrs. A Macdonald (07801 082726) or Mr. Price (07885 303900.). The whole school fire procedure should then be followed.

**Accounting for occupants (EY)**

Registers are taken in EY in the morning and after lunch. Emergency evacuation lists are taken to all activities taking place in the main school when the class group is split.

There are four emergency exits, two at the front of the building and two at the back. Following evacuation from the building staff and children should gather and line up on Merton Field. If staff and children are in the EY outdoor area when the evacuation occurs, staff members should guide the children to the staff gated entrance, open it and accompany the children to Merton field. When the alarm sounds it is important to keep calm and particularly to keep the children calm and to reassure them. A member of staff will collect the register. Evacuation should begin via the exits. A member of staff will sweep the classroom, cloakroom, toilets, and outside areas and then assist with the evacuation. Once out of the building the register will be called to ensure everyone is present. All staff and children must stay out of the building until Mrs Langton informs them it is safe to re-enter.

If an evacuation occurs during the lunchbreak, then any children on the ASC Playground should be taken out of the gate and led out to Merton Field where they should be lined up by class and await the registers.

**Personnel with responsibilities during evacuation**

During an evacuation there must be a Fire Marshal (Mrs Richardson or Miss Laura-Jane Thatcher) who will evacuate the building and ensure it is empty.

The Fire Marshall will ensure the building remains evacuated for the duration of the alarm/incident.

These functions cannot be given to any one individual since they may not be present at the time of the evacuation. Instead they are given to groups of people, any of whom assume the responsibility.

**Alarm system testing and test evacuations**

The alarm is tested weekly by the caretaker and logged in the fire record book located in the cupboard above the sink in the classroom. Fire practices are carried out termly and logged in the same book.

**EY Safety Inspections**

EY Safety Inspections take place daily to ensure that fire escape routes are kept clear of anything which may block them and particularly which may be a source of combustion.

While these inspections can highlight persistent problems, 'one-off' situations may not necessarily be picked up. Individual staff should be aware not to block gangways or fire exits.