



CONTINGENCY PLANNING POLICY

At My Sunshine Day Nursery & Pre-School we are prepared for all emergency eventualities. The Nursery undergoes regular fire alarm and evacuation tests to train and prepare all staff members accordingly.

Fire Assembly Point

Should there be an emergency during the day and the building is unusable we would assemble at our Fire Assembly Point and call parents to collect their children. Any Babies in Cots will be wheeled out of the Nursery as our cots are fitted with evacuation wheels.

Our Fire Assembly Point is at the back of the Garden. If unsafe for any reason we will walk to Mortlake Green.

Parent Communication

A parent-wide message advising of the location of the children would be sent via our on-line FAMLY® app and separately to all parents via email. We also regularly print out an updated copy of all emergency contacts and keep this inside our evacuation bag together with a fully charged mobile phone.

In addition an appropriate message would be placed on the Nursery Entrance Gate informing parents of where their children are located.

Evacuation Case

On exiting the Nursery we will take the Evacuation Case, which is already prepared and located in the Staff Room. This case contains all essential emergency supplies.

Roll Call

Once at the Fire Assemble Point we immediately take a roll call of children and staff using both our on-line FAMLY® sign-in system to know exactly who was in the Nursery at the time of the incident and compare this to a visual headcount of children and staff at the Fire Assembly Point.



This Policy was adopted on	Signed on behalf of My Sunshine Day Nursery by Harriet Ballardie (Nursery Manager)	Date Policy was Disseminated to Staff	Date for next Policy review
1 March 2018		1 March 2018	1 January 2019