



Evacuation to Off-Site Locations Policy

We would move children to off-site evacuation site, as a result of a natural disaster or facility hazard, or bomb threat in which the nursery building is damaged or considered unsafe. The staff and children would need to immediately relocate to a different building.

In this case, the children are escorted to:

Great Oaks Nursing Home
Poole Lane
Bournemouth
BH11 9DP
Tel: (01202) 087444

The manager on duty would sound the main nursery fire alarm and would then inform all staff by calling calmly:

“Evacuate to Great Oaks immediately”

On hearing this children and Staff will follow the fire evacuation procedure and congregate outside the school main entrance.

Manager on duty to take the Kiddi bus.

Management team to organise children and staff. Children with additional needs to be supported more.

Children organised as to who will be placed in the kiddi bus.

All other children to hold hands in pairs and walk calmly to off-site location.

Manager on duty to phone Great oaks to inform them of situation.

Nursery tablet with eyLog to be taken. Nursery mobile phone to be taken so that we can gain access to wifi through hot spot.

Christ the King school and Parish house to be notified.

Children to remain at Great oaks until the “All Clear” is declared, or until Parent/Carers have been contacted and notified when and where to pick up their children.

Signed on behalf of the nursery.....*Emma Middleton*.....Date:... August 2024