

Fire Safety Evacuation Policy

Fire precautions

Details as to what actions are to be taken in the event of fire are displayed on fire action notices located by call points around the building. All staff should be familiar with the actions required of them in the event of a fire and this will be part of the induction programme.

If any fire hazard is seen it is every individual's responsibility to inform the manager/owners of the identified hazard.

Our fire alarms are tested once per week and this is recorded in the fire alarm system log book. Any problems with this are reported immediately.

Fire extinguishers

Fire Extinguishers suitable for the risk are situated at strategic points. These extinguishers will be checked and examined on an annual basis by the designated company. Staff should only use a fire extinguisher if necessary to aid evacuation (and if trained to do so) The priority is always evacuation and the alarm should always be raised first even if an attempt is going to be made to extinguish the fire.

Fire drills

Fire Drills will be carried out at intervals of no less than one per year, to familiarise all staff with the sound of the fire alarm and the action to be taken in case of an emergency.

Fire procedure

If you discover a fire - sound the nearest fire alarm by breaking the glass. These are located:

- **Preschool room by the first set of patio doors**
- **Preschool room by the second set of patio doors**
- **Preschool front door**
- **Corridor by lockers**
- **Baby room by rear exit door**
- **Corridor outside baby room and kitchen**
- **Corridor outside sensory room by baby/tweenie room front door**

Ensure that the fire service is called (Either the Nursery Manager, Owners or deputy will always have a portable telephone handset on their person)

If you are calling the fire service, you must dial 999

On hearing the fire alarm - leave the building via the nearest fire exit. If you are the last person out of the area you are in, close doors wherever possible to help contain the fire

Fire Exits are located:

Preschool room – 2 sets or rear doors – exit round rear of building and across car park

Preschool front door – Exit and go straight across the car park

Corridor exit door - Exit round rear of building and across car park

Baby room rear exit door (Preferable exit is the farmhouse front door; this exit is to be used if the main exit is inaccessible for any reason)

Baby/Tweenie room front door – Exit straight onto the grass unless this exit is not safe to use, then move to an alternative exit point.

In the event of a fire

- Do not stop to pick up belongings
- Do not panic
- Walk.....DO NOT RUN
- Leave the building by the nearest exit
- Assemble at the meeting point
- Do not re-enter the building until you are told that it is safe to do so.
- Ensure the fire service are contacted

Baby room may need support with evacuation, it is expected that anybody in the vicinity who is able to assist does so, e.g. kitchen staff, staff in the office or staff from other rooms.

Fire located at the bottom of the staircase

If for any reason the staircase was to be blocked by fire and there were people located upstairs (or in the sensory room). All staff and children are to remain in the rooms, shut all doors, use available resources to reduce smoke entering the room by putting cushions, blankets, rugs etc along the bottoms of doors and open windows.

All persons to go to the furthest point from the doors, closest to the windows and await assistance from the fire brigade, communicating with other staff via the phone within the room or out of the window.

The meeting point

This is on the front lawn away from the building.

As soon as each room reaches the lawn they should immediately check that all staff and children are present and accounted for and ensure that they notify the manager/owner that everyone is accounted for and likewise if there is somebody that is not present and may still be in the building. This should be done quickly, clearly and loudly so all can hear who are present, ***e.g. all babies staff and children here! All Tweenies staff and children here!***

If for any reason this meeting point becomes unsafe (for example the fire is at the front of the building and the lawn is too close)

We will move to our **secondary meeting point – The top corner of the car park away from the buildings.**

Our individual responsibilities

- Getting all children to the assembly point safely
- Ensuring registers are taken to count children against.
- To be clear and quick with decisions, who will do what, e.g. checking bathroom /other rooms, getting the register. Etc and **BE VOCAL ABOUT THIS – SHOUT TO SAY WHO IS DOING WHAT**
- To check all areas e.g. sleep areas, toilets etc.
- To inform a manager/owner as soon as possible if not already aware.
- To contact the fire service where necessary
- To stay calm and provide reassurance and comfort to the children

If ever unsure contact the Fire service. The Fire service must be contacted if there is any uncertainty about the safety of returning to the building and they must be informed upon arrival if there is a chance anyone is still in the building and where they may be.

The most senior person present will give everybody permission to re enter the buildings after fully checking it is safe

Risk assessment and drills

A fire risk assessment has been carried out on our building

Drills are carried out at least once every 12 months and records of drills are kept, these detail:

- The date and time of the drill
- If all persons were accounted for
- How long the evacuation took

- Any points that need to be considered to improve the evacuation in the future

After any fire

If there is ever a fire of any type or size in either building parents will always be informed on the day of the fire if their child was present in the nursery at the time.

REVIEWED AND REVISED: APRIL 2020

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