Fire evacuation and drills

The nursery has a specific legal requirement to ensure the safety of the children, staff and others on the premises in case of fire and we have a clear defined procedure for the emergency evacuation of the premises. Fire drills will be carried out so that both staff and children become familiar with the evacuation process. All fire exits will be clearly identifiable and fire doors will be kept free from obstructions.

**IN EVENT OF A FIRE:**

* If anyone discovers a fire their first response is to set off the alarm to alert staff and children of the need to evacuate.
* The person raising the alarm will telephone the fire brigade by dialling 999 before attempting to extinguish the fire with the appropriate extinguishers.
* The most senior member of staff will be responsible for collecting the Emergency contact folder, mobile phone, staff and visitors book.
* Each room leader is responsible for collecting the room register and support the children through the closest fire exit to the assembly point.
* All staff are to alert each other by breaking the glass on the alarm
* Evacuate all children using the nearest exit.
* The assembly point is located to the front on the nursery on the grass area next to the signposted tree.
* The management team is responsible for ensuring, children, staff and visitors have exited the building.
* Room leaders carry out an immediate head count and the register will be taken to ensure everyone is accounted for.
* No one should re-enter the building unless the fire brigade has advised that it is safe to do so.
* If the nursery is unable to accommodate the children after the fire parents will be contacted for collection of their children.
* Nursery managers or owner to complete a fire evacuation form
* Investigation will be completed.
* Managers to liaise with fire safety department/police.
* Fire Risk Assessment reviewed.

**Points to remember:**

* All exits must be kept clear at all times.
* The safety of the children and staff must be ensured before attempting to fight a fire.
* Everyone should be aware of the positioning of extinguishers and fire blanket.
* Practice evacuations are carried out once a month and this is recorded stating: staff numbers, amount of children, exit used, time taken, and how it went.
* Nursery owner is responsible for the implementation of fire evacuation procedures.
* The owner is responsible for ensuring the exits, signs, etc are displayed according to Fire Inspectors requirements and that all fire equipment is checked annually.