

Fire drill/Procedures

Fire exits

There is one main fire exit on the ground floor - the main entrance. There is an additional exit at the rear of the building. **These exits must be kept clear at all times.** In the event of the fire alarm sounding, staff are to use the front door. Should the main hall be inaccessible, staff on the first floor are to congregate in the either of the playrooms and close the door. All doors are fire doors and when closed they help to contain fires.

Fire bells/'Break glass points'

There are 2 of these situated throughout the nursery:

- At the main entrance on the ground floor.
- At the rear entrance

In the event of a fire please break the glass to raise the alarm. These alarms will be tested monthly and there is no need to evacuate during these tests.

Extinguishers

There are 6 fire extinguishers situated throughout the nursery:

- 1 (red label) water extinguisher located in hall on the ground floor at the front door.
- 1 (black label) carbon dioxide extinguisher located on the ground floor in the kitchen.
- There is also a fire blanket in the kitchen.
- 1 (black label) carbon dioxide extinguisher located on the first floor in the staff room.
- 1 (black label) carbon dioxide extinguisher located on the first floor in the 3-5 room.
- 1 (red label) water fire extinguisher located outside the office on the first floor.
- There is an additional extinguisher in the cellar for use with the boiler.

Assembly point

All staff and children are to assemble in the car park opposite. **No one is to assemble near the building or on any of the paths or pavements.** In the event of a fire, you are to assemble at the designated point and await further instruction from the Manager i.e. follow 'Evacuation procedures'.

Responsibilities:

General:

In the event of a fire or fire drill, it is imperative that all staff remain calm and help to get the children out of the building safely.

All staff are to ensure that if they are taking the children out to play in the garden that they take their register outside with them. There is a side gate exit that should be used if children are in the garden and the fire alarm sounds. You should not attempt to re-enter the building.

All staff must ensure that they inform the manager/Principal when leaving the building e.g. go out a walk and they must leave their register in the office when they do so.

All staff must ensure that their emergency contacts list is up-to-date and kept alongside their room register, as this may be referred to in the event of a fire.

Baby room

All staff to carry babies outside to their allocated assembly point, ensuring they have their register with them and closing the door behind them. The baby room must use their nearest fire exit at the front door.

2 - 3 Room

Staff are to assist and supervise children on the stairs as they go outside to their allocated assembly point, ensuring they have their register with them and they have closed the room door behind them. The 2-3 room must use their nearest fire exit at the front door.

3 - 5 Room

Staff are to assist and supervise children on the stairs as they go outside to their allocated assembly point, ensuring they have their register with them and they have closed the room door behind them. Check that there are no children in the children's toilets on the way out. The 3-5 room must use their nearest fire exit at the front door.

Kitchen/Sensory room/Dining room:

Staff should assist children to front exit, and meet the rest of their group at the assembly point. The rear exit should only be used if the front one is blocked by fire. The cook should use the nearest safe exit which may be the back door, and meet at the assembly point.

Students/Volunteers:

Help staff to evacuate the children from the building. The Manager will advise you on the fire procedures and assembly points during your induction.

Manager/ Director:

Ensure they have a phone and nursery keys with them. On hearing the alarm the manager should head to the front door to ensure that it is safe for the children and staff to exit the building. Then carry out a sweep of the nursery building to ensure no one is left inside. If it's a planned fire drill, take note of the evacuation time. Before joining staff and children in the garden, ensure you take out the staff fire register and reset the alarms on the way. Once outside, check with room seniors that all staff and children are accounted for before allowing them to re-enter the building. In the event of a fire, join staff immediately in the garden without resetting the alarm, with the nursery keys and phone and ensure that everyone is accounted for. The Manager would also be responsible for contacting the fire brigade and parents using the emergency contacts that are kept alongside the room registers.