

fire evacuation policy

There are five fire extinguishers within the Nursery, two are in the entrance, one at the end of the corridor, one in Pre-School and one in the Nursery garden. There is also a fire blanket in the kitchen.

In the event of a fire, the person discovering the fire will raise the alarm (break glass box found in every area of the Nursery) and the building will be evacuated as quickly, calmly and safely as possible.

Designated named staff have key responsibilities to ensure the evacuation takes place quickly and calmly.

All staff and children will evacuate using their nearest exit (there is an exit in every playroom). A designated member of staff from each area will collect the register and carry out a head count.

The assembly point is in the garden, should the fire be more serious the children and staff would leave the garden area via the gate and assemble on the grass behind the main building.

The Nursery Manager (or in her absence a designated member of staff) will ensure the playrooms have all been evacuated; the Deputy Manager (or in her absence a designated member of staff) will ensure the evacuation of the staff toilet, kitchen, staff room and office.

The Nursery Manager will take the emergency contact books. A designated member of staff from each room will take the register.

No one will re-enter the building unless the fire service advises that it is safe to do so.

The Nursery will remain evacuated until it has received an all clear from the premises team.

Parents will be contacted if necessary.

Points to Remember

- All exits must be kept clear at all times
- The safety of the children and staff is paramount
- You might be included in our evacuation - please ensure that you familiarise yourself with the evacuation forms displayed around the Nursery

Fire drill procedure

Fire drill procedures are displayed and made accessible to all Nursery users, parents, students and staff. Regular fire drills will take place, particularly after the appointment of new staff.