

FIRE POLICY

In the event of a fire, do not attempt to put it out yourself. Ensure the safety of the children in your care and yourself by collecting the children together and leaving by the nearest fire exit.

Fire drills will take place every month with little notice given to staff. All staff will be told that this will happen, but no further warning will be given.

Fire extinguishers are tested by a properly authorised firm once a year and all fire exits will be kept in good repair and free from obstruction.

All members of staff are aware of the location of fire exits and near each fire exit there is a notice explaining the fire procedures.

Procedure to be followed in the event of a fire -

- On discovering a fire - sound the alarm
- On hearing the fire alarm the children in each room will be calmly collected together and taken out of the building by the nearest fire exit to the assembly point (car park) which is located at the side of the building.
- The supervisor in each room will collect the register and emergency contact sheet before going outside and carry out a head count. Parents will only be contacted to come and collect their children if it is not possible to continue the nursery day.
- Each room supervisor is responsible for doing a sweep search of their own room and toilet area.
- The Supervisor in charge of the Toddler room is also responsible for a sweep search of the nappy room. The Supervisor in charge of the Baby unit will be responsible also for the sleep room.
- The member of staff in charge is responsible for completing a sweep search of the upstairs of the building and all other general areas. The Fire warden is responsible for the evacuation of the building.

- Once outside the children will be checked off the register to ensure all are accounted for.
- The member of staff in charge that day will call the emergency services (999), using a mobile phone.
- Only the member of staff in charge can decide if and when it is safe to re-enter the building and this must be done in liaison with the emergency services.
- The member of staff in charge is responsible for recording the fire drill.

Regularly practised Fire Drills will help children stay calm and less frightened if a real emergency were to occur.