

FIRE PROCEDURE

A fire drill will take place at regular intervals. Full written records detailing time to evacuate the setting will be kept in health and safety section of operations file. Any amendments to fire drill procedure should be identified at this time and implemented with immediate effect. Inform all staff members, students of any changes.

DISCOVERY OF FIRE

Ensure everyone remains calm.

1. Raise alarm by setting off fire alarm system.
2. Evacuate the building in a calm manner by nearest fire exit. Staff should gather children and make their way to the back garden as far away from the building as possible through the nearest fire exit. Before leaving each home room a head count must be taken.
3. Nursery Manager/in charge should collect the attendance register, emergency contact file, mobile phone and fire gate key.
4. Close all fire doors to delay the spread of fire. Ensure the front door is unlocked for the fire service to enter.
5. Nursery Manager to do a final check all toilets and rooms before leaving the building.
6. Once assembled in garden check children against register and that all staff, students and any visitors and volunteers are present by completing the fire drill log in attendance register.
7. Phone emergency services by dialing 999, give address and location of fire where children and staff are assembled.
8. Do not stop to collect personnel belongings.
9. Do not attempt to fight the fire, await the arrival of the fire service.
10. Babies are to be placed in prams if available, to keep warm and safe.
11. Once the fire service has checked the premises, and on their authority, re-enter the building once found to be safe.

- 12..Nursery Manager to write an account of incident, procedure followed and file in the health and safety file.**
- 13.Inform parents on collection of their child of incident and procedure followed.**
- 14.Nursery Manager to inform OFSTED as is deemed necessary.**
- 15.If it is not possible to re-enter the building call parents/emergency number for the children to be collected. Take children into summer house for shelter if deemed safe to do so.**