

FIRE EVACUATION PROCEDURE

THE DESIGNATED PERSON TO TAKE RESPONSIBILITY FOR
FIRE EVACUATION IS THE

NURSERY MANAGER/PERSON IN CHARGE

- 1 When the alarm bell rings (a continual ring) staff should ensure that children leave the room rapidly and in an orderly fashion, in a single file and in SILENCE so that any further instructions may be heard.

BABIES SHOULD BE CARRIED OR TRANSPORTED BY STAFF.

- 2 Staff escort the children and carry/transport babies by the route described on the fire drill exit route and gather at the assembly point opposite the maze in the children's outdoor play area.

Alternative Fire Assembly Point

In the event of an obstruction or fire blocking the main driveway up to the main fire assembly point staff need to use the following alternative route.

- a. Exit the building into the front drive area.
- b. Continue down the driveway through the gate and turn immediately left into the 45 Club drive ensuring that great care is taken to hold each child's hand to avoid the traffic.
- c. Continue up the drive and assemble on the car park furthest away from the buildings.

(n.b. Once you have vacated the building do not re-enter in the case of an actual fire, until safe to do so).

Senior staff* will check the clearance of the building:

- 1st & 2nd floor areas - Proprietor
- Ground floor Nursery - Nursery Manager/Person in Charge
- Kitchen & Cellar - Nursery Manager/Person in Charge

- 3 Children assemble in register groups in silence facing the maze.

(* or Designated staff - see absence of Designated Staff)

(Continued...)

- 4 Team Leaders in each Nursery area are responsible for ensuring that class registers are taken to the fire assembly point.

The Nursery Manager/Person in Charge is responsible for taking out the following:

- 1) Telephone
- 2) Staff Registers/Visitors Book
- 3) Children's Contact Numbers
- 4) Break Book

Ensure that the front door is closed, and the conservatory door & kitchen door are locked.

The Nursery Manager/Person in Charge or Designate should account for all staff, checking the Staff Register, Staff Breaks Book and Visitors Books. In the event of any absences of staff with responsibilities the

Nursery Manager/Person in Charge should re-delegate when appropriate.

- 5 Nursery staff will check the roll and count their children/babies. When complete, the information will be transported to the Nursery Manager/Person in Charge or Designate. In the event of absence, the cover member of staff should take responsibility for the appropriate absent member of staff's children/babies.
- 6 All staff should assist with the general control of all children and babies during procedure.
- 7 When everyone has been checked present and accounted for and the building declared safe to re-enter, the children/babies will be escorted back to their activity area.
- 8 In the event of actual fire the person, raising the alarm should contact the Nursery Manager/Person in Charge, Designate or Proprietor to inform of the site of the fire; hazards etc., under which circumstances, either of whom will ring for the fire brigade.

(Continued...)

ABSENCE OF DESIGNATED PERSON

In the event of the Designated Person responsible for Fire Procedures being absent from the premises, one of the following staff will take charge:

- Senior Nursery Supervisor
- Nominated Team Leader

The Designated Person must ensure that they comply with the following procedure which is explained in greater detail in the Fire Evacuation Procedure document.

Check the building is vacated completely:

- 1 1st & 2nd Floor areas (if Proprietor is out).
- 2 Ground floor Nursery.
- 3 Cellar and kitchen.
- 4 Ensure that the front door is closed and the baby room and kitchen door are locked.

Collect & take outside:

Location

- | | | |
|---|-------------------------------|---------------------------|
| 1 | Telephone | - Person in Charge/Office |
| 2 | Staff Registers/Visitors Book | - Hallway |
| 3 | Children's contact numbers | - Office |
| 4 | Break book | - Hallway |

Check registers:-

- Check all staff, visitors and children are accounted for.
- In the event of an actual fire phone **999**.

(Continued...)

DISCOVERING A FIRE

Designated Person to take responsibility for fire procedure:

Nursery Manager/Person in Charge

In the event of absence:

Nominated Responsible Person

In the event of a fire being discovered by a member of staff, the smoke alarms should go off. If this does not happen ensure that you raise the alarm using the following procedure.

- If possible inform the Nursery Manager/Person in Charge using the intercom.
- Ensure the safety of children is paramount.
- Raise the alarm by shouting fire into the corridor followed by a whistle alert.

Whistles located:

- 1 On hallway notice board (ground floor)
 - 2 On landing outside pre-school room (1st floor)
- Ensure that when staff are alerted they follow **FIRE EVACUTION PROCEDURE** regarding the fire e.g. location & hazards. (Check that Person in Charge has been given the correct information)

Call for the fire services from the fire assembly point **(999)**.

Ensure the front door is closed to ensure no parents attempt to access the building. Also, lock the conservatory door and kitchen door to ensure that staff on breaks do not re-enter building on their return.

(Continued...)

FIRE DRILL EXIT ROUTE

Ground Floor Classrooms and Cellar:

Exit into hallway and via the main front door along the driveway and through private garden leading to the play area. In the event of obstruction in the hallway or the front door, exit through the French window in the smaller of the two front classrooms and join the driveway as described.

Conservatory and Kitchen:

Exit directly through the rear door to the building (conservatory) and across private garden leading to the play area. In the event of obstruction in the conservatory, exit via the hallway as described for the ground floor classrooms.

First and Second Floor:

Exit via the classroom onto the fire escape leading to the private garden and play area. In the even of obstruction, exit down the stairs into the hallway as described for the ground floor classrooms.

Alternative Fire Assembly Point:

Children should be escorted to the alternative emergency assembly point in the adjoining property (45 Club) car park only in the event of obstruction to the Nursery's normal assembly point. See item 2 on first page of this policy.