

## **Fire safety and emergency evacuation**

### **Policy statement**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and our staff are familiar with the current legal requirements. Where necessary we seek the advice of a competent person, such as our Fire Officer or Fire Safety Consultant.

### **Fire safety precautions taken**

- We ensure that fire doors are clearly marked, never obstructed and easily opened from the inside.
- We ensure that smoke detectors/alarms and fire fighting appliances conform to BS EN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- We have all electrical equipment checked annually by a qualified electrician. Any faulty electrical equipment is taken out of use and either repaired or replaced.
- Our emergency evacuation procedures are clearly displayed in the premises;
- Explained to new members of staff, volunteers and parents; and
- Practised regularly, at least once every six weeks.
- Records are kept of fire drills and of the servicing of fire safety equipment.
- We would always act promptly, and in the child's best interests during all incidents.
  
- Every attempt will be made to contact the parents/carers immediately should any emergency situations occur at the nursery.
  
- Should any emergency occur which would cause us to leave the nursery building immediately, we would follow the following fire drill procedures:

### **Emergency evacuation procedure**

The evacuation procedure covers procedures for practice drills including:

- How children are familiar with the sound of the fire alarm.
- How the children, staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How children will be accounted for and who by.
- How long it takes to get the children out safely.
- Who calls the emergency services, and when, in the event of a real fire.
- How parents are contacted.

### **Fire drills**

We hold fire drills Half termly, or when new staff are employed, and record the following information about each fire drill in the fire drill record book:

- The date and time of the drill.
- Number of adults and children involved.
- How long it took to evacuate.

## **EVACUATION PROCEDURE**

Calmly raise the alarm by operating the fire bell which is situated at the top of the stairs, or bottom of the stairs by the fire exit doors. This will sound the alarm throughout the building. Upon hearing the alarm all staff and children are to be aware of the need to leave the building immediately. If smoke alarms are activated, the nursery must be evacuated using the same emergency procedures.

## **EVACUATION ROUTES**

### **1. For general evacuation, or fire in another part of the building**

Evacuate the building as quickly and calmly as possible using the main entrance to the nursery. All staff and children will assemble on the front lawn away from the main building. On leaving the building the room leaders will collect the register from their room. Children will be led in an orderly manner out of the building by staff. The senior member from each room will vacate last after checking all areas for children, sleep room, toilets etc.

The senior member of staff on duty will collect the school phone, emergency evacuation bag located on a hook by the double fire doors - this will contain the following:

- Emergency contact number for parents, yellow file
- 6 foil emergency blankets
- First aid kit
- Nappies - assorted sizes
- Baby wipes
- Nappy sacks
- Children books
- Key for doors to foyer

### **2. Evacuation option if main door is unable to be used.**

Follow the procedure as above, If the main door is inaccessible then exit should be made through the double door to the garden, once in the outside courtyard the children will then be taken through the double doors to the foyer and exit to the front lawn. - The key to these door is kept on a hook with the emergency bag.

If the stairs are out of use then all children from upstairs will remain in the classroom furthest from the fire with the doors closed and wait for the fire brigade.

### **During evacuation:**

#### **DO NOT PANIC**

- Close all doors behind you wherever possible.  
Do not stop to collect personal belongings on evacuating the building.  
Do not attempt to go back in and fight the fire.  
Do not attempt to go back in if any children or adults are not accounted for. If you are unable to evacuate safely:  
Stay where you are safe.  
Keep the children calm and together.

In the fire assembly point area check the children against the register.

Account for all adults – staff and visitors.

Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

Children cannot be expected to remember drills, but staff members should.

It is important that children are not distressed or frightened by fire/emergency drills, but holding them more frequently means that children and staff are more familiar with the routine and their roles within it, enabling the building to be evacuated more quickly.

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