



Fire Safety, Prevention & Evacuation Procedure:

Fire Safety & Prevention

The nursery manager carries out a fire prevention checklist every month. This checklist assists the manager in maintaining all fire precautions that are in place.

Evacuation Drills

A copy of the Fire Safety check is kept in the nursery office. Each room has an evacuation log where evacuation drills are recorded. Any action to be taken to improve the procedure is recorded.

Fire evacuation drills are carried out and recorded termly or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. These drills will occur at different times of the day and on different days to ensure evacuations are possible under different circumstances and all children and staff participate in the rehearsals.

The fire points and alarm will be tested once a week and recorded.

It is the responsibility of all staff to minimise the risk of fire by complying with the following basic rules:

- All staff are trained in emergency procedures.
- Ensure the fire escape corridors are kept clear with a minimum of 1 meter.
- That rubbish is not left lying around or in the corridor and rear doors.
- A sign reading 'FIRE EXIT' must at all times indicate all fire exit routes.
- Such exits shall be kept clear of obstructions at all times. A clear route to all fire escapes should be maintained for fire safety in accordance with the appropriate legislation.
- Do not use unauthorised electrical equipment that has not passed its appropriate electrical test.
- Do not allow naked flames near combustible materials.

All fire extinguishers and blankets are checked annually in accordance with the nursery's procedure.

Fire evacuation procedures are displayed in all rooms and corridors and staff are encouraged to familiarise themselves with the evacuation



procedures. New members of staff will be given details of evacuation procedure on their first day as part of their induction.

Fire Evacuation Procedure

In the event of a fire the following procedures **MUST** be followed:

- Sound the alarm / call the emergency services.
- On hearing the fire alarm; **calmly** stop all activities.
- All staff are to get the children to line up at the room's fire exit door (in 0-2's use evacuation cot by the fire exit if needed to evacuate non-walking children). Children will be taken out of the Nursery through the fire doors located in each of the rooms or through the nearest available exit.
- Staff must also take with them:
 - The room register
 - Visitors book
 - Emergency contact list
 - Emergency blankets
- The emergency blankets are in a bag which can also be used to store the rest of the equipment making it easier to handle.
- The nominated person should collect the visitor's book on the way out of the building.
- Room Supervisor will check the room, and a nominated person will check the toilets to ensure all children and adults are accounted for. Management will collect the staff register, pram store and gate keys and mobile telephone and leave via the closest exit, then enter the 0-2 years play area to assist staff in the baby room with non-walking children and help lead the older children from all rooms to safety.
- Staff with children in the outdoor play area will get the children to line up and to join the line of children from inside.
- Staff who are on breaks must exit the building through the closest fire exit – **do not return to your room**, correct ratios will have been maintained. Assist your room's children once they have exited the building.



- Students should follow the same rules as the staff and help children in the room they are located in to exit through the closest fire exit or leave via the nearest exit if they are on their break.
- Close all doors behind you wherever possible.
- The assembly point is located at top of drive way. Here names will be checked against the register.
- The register and the signing in sheet for that day will account for all adults and children. The manager will check the staff register and the room supervisors will check the names of all children in their room with the help of their staff teams. The Visitors book will be checked to see if visitors are all accounted for.
- If a fire exit is blocked, the nearest fire exit must be used and another route found to the meeting point.
- Parents will be informed using the mobile phone brought out by the manager. This is always updated with emergency telephone numbers. As a precautionary measure each room will bring with them their box of contact numbers.
- Advise the fire service on arrival if all persons are accounted for.
- Should there be a situation where children, staff or visitors cannot all be accounted for, advise the fire service that THIS IS A PERSONS REPORTED INCIDENT. Once the Fire Service receives this coded message they will mobilise additional resources to the incident.
- Do not enter the building until it has been stated as safe by the fire service.
- Staff should be aware of the nearest fire hydrant point to the nursery so they can direct the fire service and save them valuable time in locating a water supply. Fire hydrants are identified by a letter H on a post which also indicates the distance from the post to the underground water outlet. This is particularly important in the winter months when there is a covering of snow on the ground. The nearest fire hydrant to Ducklings Childcare Ltd is situated cross roads of Oakwood Mount and Fitzroy Drive.
- Staff should be aware of the location of cut off points for gas and electricity in the building to advise fire fighters. Isolation point for the gas is situated in the white box on side wall for building. Isolation point for electricity supply is situated in the white box on side of building.



If you are unable to evacuate safely:

- Stay where you are safe,
- Keep children calm and together,
- Wherever possible alert the manager of your location and identity of the children and other adults with you.

Bomb, Gas Leak, Flood and any other emergency

Evacuation procedures as for fire will be followed, staff will be mindful of the meeting point for each separate occurrence. In the case of suspected gas leaks no electrical switches should be used as this may create a spark igniting the escaped gas. Incidents will be logged in the incident book.

Emergency Refuge

In the event of an emergency resulting in the Nursery being unsafe for re-entry, all children and staff will be escorted to Oakwood Library. Contact details are kept behind the staff signing in register which will be taken out of the building as matter of course should an emergency occur.