09 - FIRE SAFETY POLICY

Safety in case of fire
Fire drills will be conducted once a term and recorded. All staff must understand the nursery fire policy, and their roles in the event of a fire. All fire exits and escape routes must be clearly marked and must be kept unobstructed at all times.

All staff must know the location of fire points, fire control panel, fire extinguishers and fire blankets.

What to do if you hear the fire alarm
1. SUMMON THE EMERGENCY SERVICES - the Nursery Manager (or person in charge) will telephone for the fire service or detail another member of staff to do so.

2. ESCORT ALL CHILDREN FROM THE BUILDING - one member of staff to escort children quietly out, the other member to check all toilets, house areas etc. Staff must take registers out with them.

   SPECIAL NEEDS – All staff are responsible to escort special needs children through accessible exit. In their absence classroom staff will assume responsibility.

3. ASSEMBLY POINT - by the car park bays adjacent to the building. When assembled a role call be made. Should there be any person missing an immediate search will be made by the nursery manager.

4. CHECK FIRE CONTROL PANEL

   PRESS:  
   i) ACCEPT
   ii) VIEW POINTS
   iii) RESET

5. If the whole nursery is in the Main Room, children and adults will exit class by the main door to their assembly point. Then follow procedures 2 and 3.

   If the whole nursery is in the Outdoor area, they should exit by the external gates and walk round to the assembly point highlighted in points 2 and 3.

Reviewed annually