



## **EVACUATION & FIRE POLICY**

In the event of an evacuation all people coming into the building will be made aware and must follow the nursery fire procedure as a means of an escape route.

All staff/ volunteers & students will be made aware of the procedure, exits and equipment as part of their Induction process.

All other visitors will have fire procedures displayed in every room as acknowledgement of nearest escape routes.

Fire exits are clearly signed, and all staff are responsible for keeping them clear from obstructions.

A 'Fire whistle' is used in continuous short bursts. This is kept in the Toddler Room, baby room and big room and made aware to all that it is used as 'the alarm'.

Each room has a named person of who will take rooms signing in/out book; this is so others are able to support the children.

All staff are to support each other to control and comfort the children when waiting for next instructions at meeting point.

Staff must sign in and out at the start of their shift along with lunch breaks, so we know who is in the building.

Staff in the log cabin (staff room) will be alerted and should exit into the front garden. (Helping to evacuate the children if need be.)

Staff and children in the outdoor classroom should remain outside and go to the meeting point.

Fire Warden -The named fire warden for the nursery is Sarah. Luke , 'back-ups' are in place when she is not in the nursery (Shelly, Hollie,B or Hannah). **Sarah's** duty is to assist with evacuations, to take contact cards, emergency and check all the rooms in the building.

She also assists with crowd control and registration, records information in fire logbook. The information is to include times, staff names, comments and issues raised, instructions given and any actions to be made.

Fire Drills are to be done every month as well as when new staff have been employed. New children will be introduced to visual fire drill (age and stage appropriate).

### **Fire Protection**



Fire protection equipment is maintained by 'Kidde' Fire Protection Services every year and a certificate is issued.

Staff are made aware of its location and how and what it is used for.

Fire Extinguishers:

CO2 – Kitchen

Water – Hallway and Pre-School Room

Fire Blanket – Kitchen

All appliances are maintained and checked by qualified persons (gas, electric or fire protection).