

Fire Safety and Emergency Evacuation

At **Wood St Nursery** we make sure the nursery is a safe environment for children, parents, staff and visitors through our fire safety policy and emergency evacuation procedure.

The Responsible Person (**Beth Oliver**) makes sure the nursery premises are compliant with fire safety regulations, including following any major changes or alterations to the premises, and seeks advice from a fire safety officer as necessary.

The Responsible Person has overall responsibility for the fire drill and emergency evacuation procedure. These are carried out and recorded at least every three months and when a large change occurs. 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.

We have a no smoking policy.

The Responsible Person ensures fire detection and control equipment and fire exits are checked in line with the timescales in the checklist below.

Fire checklist

	Who checks	How often	Location
Escape route/fire exits (all fire exits must be clearly identifiable)	Nursery Staff (daily) and Senior Leader for Weekly Check (weekly)	Daily (see Daily Safety Checks.doc) and weekly (see Weekly, monthly and bi-annual Safety Check.doc)	Throughout nursery
Fire alarm	Person responsible for Weekly Check, weekly	Weekly (see Weekly, monthly and bi-annual Checks.doc)	Small hall, kitchen, large hall
Fire doors in good repair, and easily opened from the inside	Person responsible for Daily and Weekly Check	Weekly (see Daily and Weekly Checks.doc)	Throughout nursery
Fire extinguishers and blankets	Senior Leader	Monthly (see Monthly and Bi-annual Checks.doc)	Throughout nursery. Blanket in kitchen.
Evacuation pack	Senior Leader	Monthly (see Monthly and Bi-annual Checks.doc)	Hanging on cupboard door in Large Hall
Emergency lighting	Senior Leader	Monthly (see Monthly and Bi-annual Checks.doc)	Throughout nursery

Registration

An accurate record of all staff and children present in the building is kept at all times on the nursery software, Family, and children/staff are marked in and out on arrival and departure. An accurate record of visitors is kept in the visitor's book. These records must be taken out along with the register (available on the nursery main mobile or a nursery tablet) and emergency contacts list (which is kept in the evacuation bag) in the event of a fire.

Fire and emergency evacuation procedure

On discovering a fire or when directed by a manager/deputy:

- Calmly raise the alarm by breaking the alarm glass
- Immediately evacuate the building under guidance from your Room Leader or the fire marshal
- Using the nearest accessible exit lead the children out and assemble in the garden area in front and to the right of the Church
- Babies will need to be carried
- Refer to the Personal Emergency Evacuation Plan (PEEP) for all children who have one
- 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
- Wait for emergency services and report any unaccounted persons to the Responsible Person or designated fire marshal in their absence

If you are unable to evacuate safely:

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

The Responsible Person or Senior Fire Marshal is to:

- Pick up the mobile phone (this has the Family software with children and staff registers), visitor book and fire bag/evacuation pack (containing emergency contacts list, nappies, wipes and blankets)
- Telephone emergency services: dial 999 and ask for the fire service
- In the fire assembly point area (the garden area in front of the Church) check the children against the register
- Account for all adults: staff and visitors
- Advise the fire service of anyone missing and possible locations and respond to any other questions they may have.

The Fire Marshals are to:

- Direct staff, children and visitors to the fire exits
- Sweep their zone to ensure everyone has been evacuated, checking known hiding places for children
- Assist any adults with a PEEP to evacuate
- Shut doors on exit wherever possible
- Promote a calm and positive attitude

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