

Stoborough Nursery Fire Safety & Evacuation Procedures

UNCRC Article 3 Best interest of the child.



It is important that **ALL** staff, including volunteers and occasional parent helpers are given instructions about their duties in the event of a fire/evacuation event and also familiar with the layout of the buildings and fire exits. Therefore the following procedure should be followed:

- ❖ Parents are to be given a copy of these Fire Safety & Evacuation Procedures in their Welcome Pack
- ❖ Staff, students and volunteers are to be given a copy of these Fire Safety & Evacuation Procedures at their induction.

It is equally important that all children are instructed on the evacuation procedures and are helped to understand the reasons for this. This preparation is carried out prior to any fire drills.

Fire Drill

This must be held at least once per term and should be recorded in the Fire Log. The deputy supervisors must be equally prepared to hold fire drills.

The routine is as follows:-

- 1) On the raise of alarm, either by the sounding of the nursery smoke detector or the school fire alarm, all adults calmly gather the children together and immediately evacuate the building using the most appropriate exit to **the Spiritual Garden on the School Field**. If in the garden the children are to exit the premises via the gate and nobody is to re-enter the building. **Nobody will be permitted to stop to gather possessions.**
- 2) For thorough evacuation one member of staff will check the toilets, kitchen and garden to ensure the area has been cleared.
- 3) If it is safe to do so a nominated person is to pick up the register and the nursery mobile phone (this should be the same person each time - the supervisor or the deputy supervisor If the supervisor is absent)
- 4) The register is to be recalled and checked for unaccountable adults or children.
- 5) Once the all clear is given staff and children will return to the nursery

In The Event of A Real Fire

- 7) A member of the pre-school or school staff is to be appointed to summon the fire brigade immediately and parents are to be contacted. Contact numbers are recorded in the register
- 8) The fire brigade will be told of any missing people.
- 9) Nobody will be allowed to return to the nursery building until the fire brigade gives the all clear.

**This policy was adopted at a meeting of
Stoborough Committee on.....
Signed on behalf of the Committee.....
Date of review.....**

**Access through ALL exits must be easily and readily available
without the use of a key or bolt.**



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