



## **Fire Drill Procedures**

### **Fire drills/practice fire drills**

Little Dreams Nursery will carry out a weekly test on our fire alarm system. This is either done first thing in the morning or in the evening when the nursery is empty. It will involve the alarm sounding for a short period of time.

We will carry out monthly practice fire drills, and this will be on different days and at different times. Staff will not be informed in advance about when these will happen. It is the staff's responsibility to follow the procedures below in the event of the alarm sounding.

### **Discovering a fire**

If any member of staff discovers a fire, then they **MUST** immediately sound the fire alarm and follow the evacuation procedures.

### **In the event of the fire alarm sounding**

- A full evacuation is to be carried out immediately (please see evacuation procedures detailed on page 2)
- Manager / Director / Supervisor/person in charge to check the fire alarm unit, to discover which zone the fire has been detected in
- Manager / Director / Supervisor/person in charge to investigate the zone where the alarm unit has detected a fire
- Manager / Director / Supervisor/person in charge to inform senior staff of the area being investigated
- The Manager / Director / Supervisor/person in charge will report findings to staff

### **If a false alarm**

- Manager / Director/person in charge to reset the fire alarm
- Staff and children will re-enter the nursery
- Manager / Director/person in charge to record the false alarm/practice drill.

### **Available fire exits**

- Main nursery entrance / exit door - This is the fire exit that all rooms will use if accessible; if not, then they must use the next nearest available fire exit. All staff and children will meet in the garden area until management confirms that it is safe to re-enter the nursery.
- 42 Entrance Door - 2-3's / 2-4's rooms
- 44 Entrance Door - 3-5's
- 2 Fire Exit doors at lower level - 0-2's / 1-3's rooms

### **Procedure for evacuation**

- All staff and children to assemble calmly at the nearest available fire exit and proceed to the assembly point in the garden or into the car park if necessary.
- The fire brigade is contacted by management if there is a fire.
- Room Leaders / Practitioners must take their register
- Staff must then do a quick head count whilst the Nursery Manager / Director / Supervisor is checking all areas of the nursery
- The room leader / Practitioner must then do a thorough head count
- Manager / Director / Supervisor to take in her possession the registration folder, which contains all the children's contact details.
- Once everyone has met at the assembly point, the Manager / Director / Supervisor will check that all staff and children are safe and present
- If children cannot re-enter the premises, then they must go to the Ferryhill Community Centre for their own safety.
- The Manager / Director / Supervisor will notify all parents/carers of their child's well-being and arrange for their child to be collected from the Community Centre.
- On arrival of emergency services, the Manager / Director / Supervisor will speak with the fire crew/emergency services

## **Staff are responsible for the following:**

### **Registers**

Room Leaders / Practitioners

### **Checking all areas of the playrooms/toilets**

Manager / Director / Supervisor

### **List of the children's contact details**

Manager / Director / Supervisor