



Fire Drill Procedures

Fire drills / practice fire drills

Little Dreams Nursery will carry out a weekly test on our fire alarm system. This will be carried out every Wednesday morning and it will involve the alarm sounding for a short period of time.

Staff do not need to evacuate the building unless the alarm continues to sound.

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 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 fire alarm sounding

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

If false alarm

- Manager / Deputy Manager / Supervisor / person in charge to reset fire alarm.
- Staff and children will re-enter the nursery.
- Manager / 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 / 44 Entrance Doors - 2-3's / 2-4's / 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 in a calm manner to the nearest available fire exit and proceed to the assembly point in the garden or into the car park if necessary.
- Fire brigade contacted by management if there is a fire.
- Room Leaders / Practitioners must take their register.
- Staff must then do a quick head count whilst nursery manager / person in charge is checking all areas of the nursery.
- Room leader / Practitioner must then do a thorough head count.
- Manager / Deputy Manager / Supervisor / person in charge 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 / Deputy Manager / Supervisor / person in charge 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.
- Manager / Deputy Manager / Supervisor / person in charge 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 / Deputy Manager / Supervisor / person in charge will speak with fire crew / emergency services

Staff are responsible for the following:

Registers

Room Leaders / Practitioners

Checking all areas of the playrooms / toilets

Manager / Deputy Manager / Supervisor / person in charge

List of the children's contact details

Manager / Deputy Manager / Supervisor / person in charge