

The manager has overall responsibility for the fire drill and evacuation procedures. The fire officer will carry out and recorded for them every month or as and when a large change occurs, e.g. a large intake of children or a new member of staff joins the nursery. 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.

Fire checklist

	Who checks	How often
Fire Drills	Lydia Darby	Monthly
Fire extinguishers and blankets	Ace Fire	Yearly
Smoke/heat alarms	Steve Edwards	Monthly
Fire Bag	Lydia Darby	Monthly

Registration

An accurate record of all staff and children present in the building must be kept at all times and children/staff must be marked in and out on arrival and departure. An accurate record of visitors must be kept in the visitor's book. These records must be taken out along with the register and emergency contacts list in the event of a fire.

No smoking policy

The nursery operates a strict no smoking policy

Fire drill procedure

On discovering a fire:

- Calmly raise the alarm by ringing the bell or sounding the air horn
- Immediately evacuate the building under guidance from the manager
- Using the nearest accessible exit lead the children out, assemble at far side of car park past main gates
- Close all doors behind you wherever possible
- Make use of the fire evacuation cot when required for non-walkers
- **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.

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 identity of the children and other adults with you.

The manager/deputy is to:

- Pick up the children's register, staff register, mobile phone, keys, visitor book and fire bag (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 - (far side of car park) check the children against the register
- Account for all adults - staff and visitors
- Advise the fire services of anyone missing and possible locations and respond to any other questions they may have.

Remember

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