

## 5.10

### The Strawberry Patch Nursery & Pre School

#### Fire safety and evacuation plan

##### Policy statement

We ensure our premises present no risk of fire by providing the highest possible standard of fire protection. The management and staff are familiar with current legal requirements. When necessary will we seek the advice of a competent person, such as our fire officer, or fire safety consultant.

##### **Fire Drills**

The Manager/Supervisor is responsible for arranging the Fire Drills, which they will delegate to a different staff member to perform. These will happen once every six weeks or if we have a new member of staff, student or volunteer we will do one as part of their induction, Alarms will be checked once a week as part of the risk checks by staff. All information will be recorded signed and dated.

The fire Drill procedure will be clearly displayed in the Main Room, Transition Room, Baby Room and both lobby's, for all parents, visitors and helpers to read. Visitors will be informed of exits.

If the fire alarm fails to go off to warn of a fire, a backup plan of a verbal warning or whistle will be given to warn the setting of the fire.

Records are kept of fire drills and the servicing of fire safety equipment

## Emergency evacuation procedure

**Our emergency evacuation shows the following instructions**

- How children are familiar with the sound of the fire alarm.
- How the children staff and parents know where the fire exits are.
- How children are led from the building to the assembly point.
- How they will be accounted for and who by.
- Who calls the emergency services and when in the event of a real fire.
- How parents are contacted.

### **Fire alarm**

The sound of the alarm is identified by a continuous beep throughout the nursery which all staff and children are familiar with through discussion and regular fire drills.

### **Fire Exit**

Fire exits are clearly marked and are kept clear at all times.

### **Evacuation and Assembly Point**

All Children, babies' student and visitors will be led from the nursery via fire exit doors which are located in the main, transition and baby rooms to the assembly point at the far end of the sheep dip area near to the paddock, (where necessary prams will be used to evacuate babies in an emergency)

The room leaders will call the registers to make sure all children, staff and visitors are accounted for.

In the event of a real fire evacuation happening on a wet or cold day children will be escorted by staff to Emma Marsh (owner) house for collection by parents.

In the event of a real fire the manager will call the fire brigade

### **Children's Details**

Folders containing original copies of the children's records (contact information) is taken out by the manager, who will contact parents/carers in the event of a real emergency.

The visitor's book will also be collected.

### **Emergency Fire Drill Kit**

An emergency bag will be taken out on fire drills, this will also include mobile and telephone numbers of children, staff and visitor's and first aid kit.

### **Fire Extinguishers/Blankets**

Fire extinguishers are situated inside the main room, baby room office and kitchen there is also a fire blanket in the kitchen. These are checked annually by the fire officer and certificates are recorded, staff are also given training on how to use the appropriate extinguisher.

**The fire drill log must be completed after every fire evacuation.**

**The fire drill log book must contain:**

- Date and time of the drill.
- How long it took.
- How many children, staff, students and visitors
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure.

**Signed:** Emma Marsh

**Date:** June 2015

**Review date:** June 2016