



Poulton St Chad's Nursery



Fire Evacuation Policy

- The basis of fire safety is risk assessment. This is carried out by the 'responsible person'.
- The manager has received training in fire safety sufficient to be competent to carry out risk assessment;
- Fire doors are clearly marked, never obstructed and easily opened from the inside.
- Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- Our emergency evacuation procedures are:
 - clearly displayed in the premises;
 - explained to new members of staff, volunteers and parents; and
 - practised regularly in line with the school.
 - Records are kept of fire drills and the servicing of fire safety equipment.

Emergency evacuation procedure

- When a fire is identified press the call button and shout "Fire"
- There are two evacuation points and depending on location of fire one or both may be utilised
- Evacuation Point A is the fire door at the rear of the building.
- Evacuation Point B is the front of the building.
- Assembly Point A for Evacuation Point A is School Field – key to gate field will be attached to the grab bag that is located by this evacuation point. First member of staff to evacuate using this Fire Exit will take the grab bag and register.
- Assembly Point B for Evacuation Point B is in front of the clinic on Princess Ave. Grab Bag for this exit is by the front door. The first member of the team to leave this exit will take the grab bag and register with them
- On hearing the alarm staff will calmly lead all children to nearest and safest evacuation point.
- First member of staff to leave will take the grab bag. A grab bag and register will be present at both evacuation points
- Fire Warden will call 999 (if the fire warden is absent a member of staff will call 999)
- Fire Warden will ensure no one re-enters building until a fire officer has provided permission to re-enter.
- Manager in charge will ensure all children and staff are present. If separate evacuation points are used then contact will be via mobiles stored in the grab bags.
- Manager in charge will contact parents to inform of fire evacuation unless this is a drill



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- A drill will be performed in line with the school procedures – minimum of twice a year.
 - Children, staff, parents and visitors will know where the fire exits are. Children will have the fire safety procedures explained to them.

The fire drill record must contain:

- Date and time of the drill.
- How long it took.
- Whether there were any problems that delayed evacuation.
- Any further action taken to improve the drill procedure
- This will be stored in the fire folder