

NURSERY FIRE PROCEDURE - HENLOW

Fire drills are held regularly throughout the year. It is the nature of the drill that they are held without warning to staff or children. In the fire drill procedure special consideration is given for the evacuation of children /staff/visitors who may be disabled.

Responsibility for the administration of the fire drill alert rests with the Nursery managers.

Any person discovering a fire must immediately shout fire, fire, fire and raise the alarm by operating the nearest fire alarm and phone **999** or **112**. Then evacuate the building (only use extinguishers if you have been trained to do so).

Then phone the RAF Fire Department 01462 851515 Ext 7390 / 7528, stating:

The type of emergency

The location – RAF Henlow

Building number and extension number – Merry Poppets, Childcare Centre Building 942,
Ext numbers 7009 / 7012

Contact the guardroom Ext 7432

The name of the person making the telephone call

The location of the fire and state if there are any casualties.

General Fire Safety

Ensuring fire safety rests with the nursery manager

Escape routes all emergency exit doors are to be unlocked when the premises are in use or fitted with an approved fire emergency exit device

Fire doors must never be obstructed by desks etc. which impede exit

Fire extinguishers to be serviced by approved contractors

Fire alarms to be activated during drill and are serviced annually

Master points, in case of fire, are displayed

Fire assembly point. Side Cark Park

All children and staff will evacuate to the fire assembly point where a register will be taken. All rooms must take the signing in and out sheets and the deputy will take the setting diary to aid the registration of the children and staff during such an event.

If evacuation is necessary and a safe house is required arrangements have been made with Cricket Club so that we can take refuge within the Cricket Club.

Your fire safety officer is Jane Laycock & _____

REVIEWING THE POLICY

The Policy will be reviewed every year unless a change in legislation necessitates a shorter review period or there are changes in the activities or personnel of the Provision that require changes to be made.

Adapted by: Jane Laycock

Date: April 2019

Signed by: _____

Review date: April 2020